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User Guide

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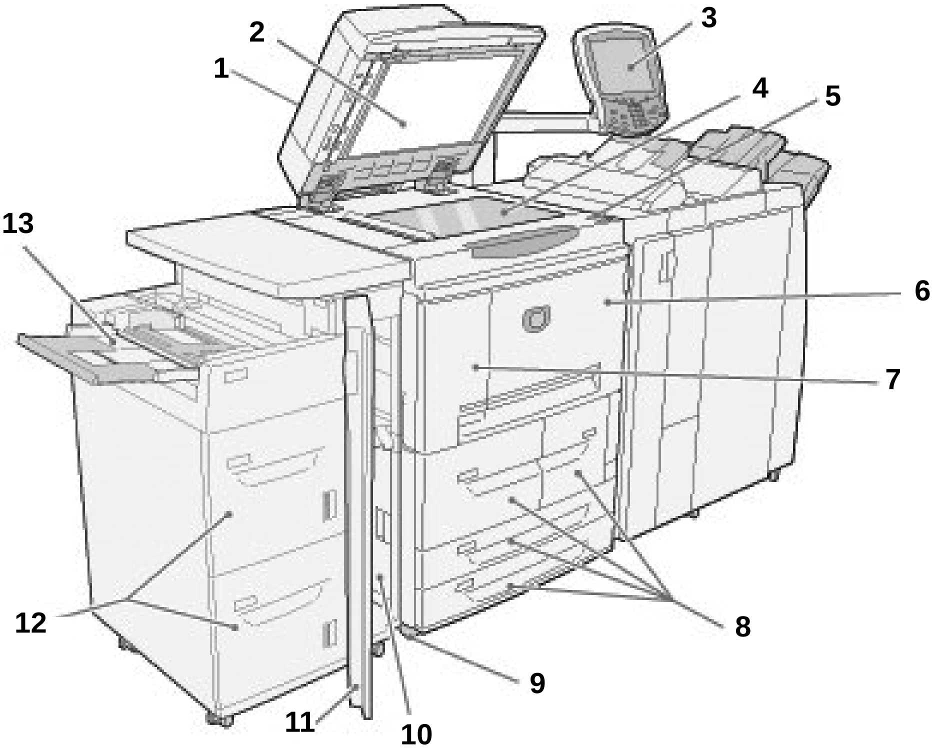
1. Product overview

KEY POINT: The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your copier/ printer. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the screens provided in this guide are a representation of the type of screens that may be seen on your particular system.

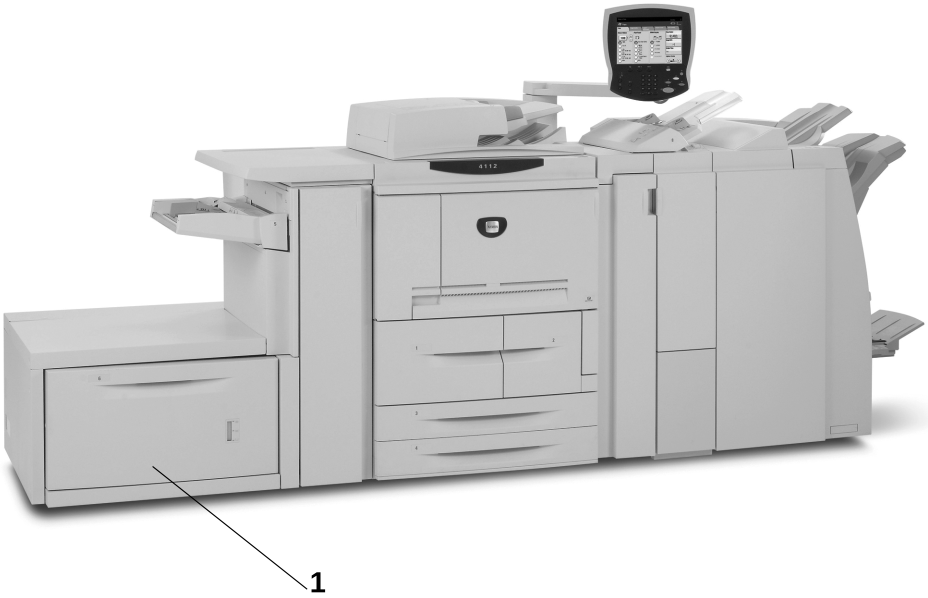
Machine components

WARNING: To prevent personal injury, do not touch any labeled area that indicates High Temperature.

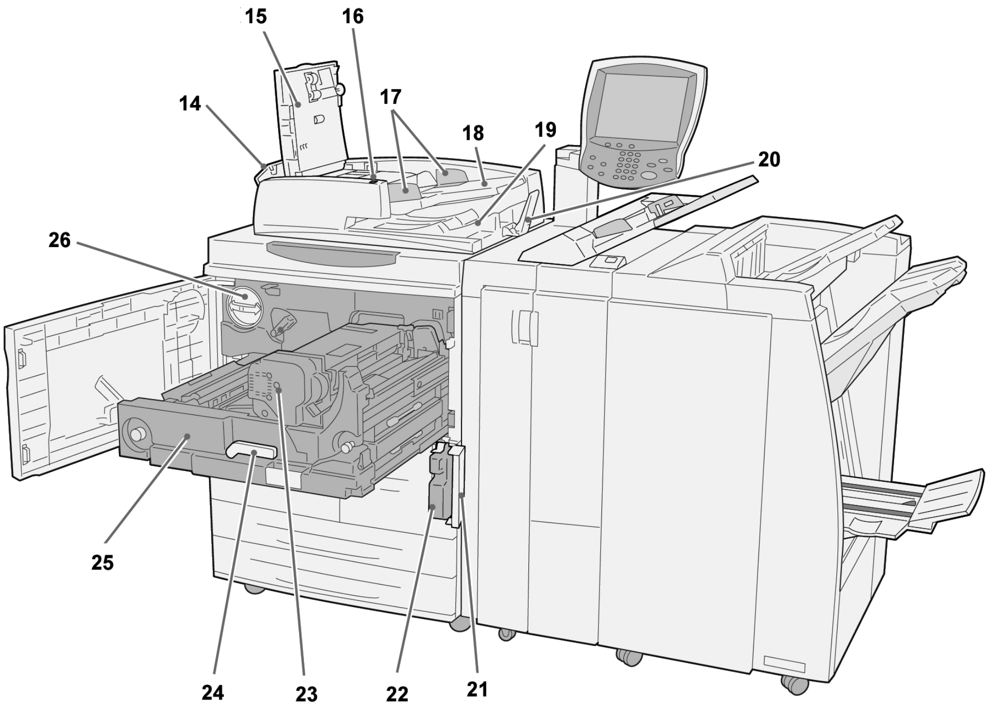


No.	Component	Function
1	DADF	Duplex Automatic Document Feeder, automatically feeds 1 and 2-sided original documents to the Document Glass.
2	Document cover	Holds a document in place on the document glass.

No.	Component	Function
3	User Interface	The User Interface (UI) consists of the Control Panel and the Touch Screen. Refer to “User Interface (UI)” on page 1-7.
4	Document glass	Place a document here in order to copy it.
5	Power switch	Switches on/off the machine power.
6	Front cover	Open this cover to clear paper jams and to replace the waste toner bottles.
7	Left Cover	Open this cover to replace the toner cartridge.
8	Tray 1, 2, 3, 4	Contains the media used for copy or print output.
9	Locking casters	Locks the wheels of the machine. Lock these casters after moving the machine to its installation site.
10	Bottom left cover	Open this cover to remove paper jams.
11	Front cover for the optional Trays 6 and 7	Open this cover to access the bottom left cover.This cover and trays 6 and 7 are part of the optional High Capacity Feeder (HCF).
12	Tray 6, 7 (optional HCF)	Contains the media used for copy or print output.
13	Tray 5 (Bypass)	Load nonstandard paper, such as heavy stock or other special media, that cannot be loaded in trays 1-4, or trays 6 and 7.



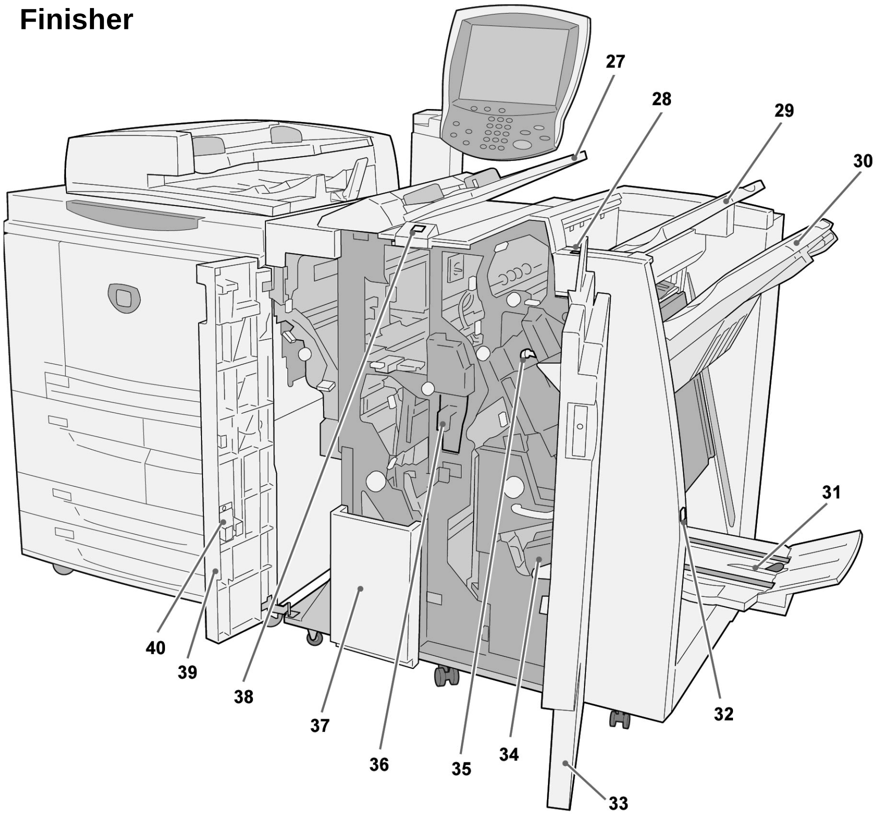
No.	Component	Function
1	Tray 6 (optional OHCF)	Alternative to the 2-drawer HCF, the optional Oversized High Capacity Feeder (OHCF) feeds oversized stock up to 13 x 19 in/SRA3 paper.



No.	Component	Function
14	Left cover	Open to access the top cover and to remove paper jams.
15	Top cover	Open to remove paper jams.
16	Confirmation indicator	This lights when a document is loaded correctly.
17	Document guides	Use these guides to align the edges of the document.
18	Document feeder tray	Load documents here.
19	Document output tray	Retrieve scanned documents here.
20	Document Stopper	Holds large document, such as 11 x 17 in./A3, in place. When not in use, position it upward.
21	Waste toner container cover	Open this cover when removing the waste toner bottle.
22	Waste toner container	Collects used toner.
23	Fuser ⚠	Fuses the printed image on the paper. The Fuser is extremely hot and will cause injury if jam clearing instructions are not followed.
24	Lever	Use in order to pull out the transfer module.
25	Transfer module	Copies the image from the drum to the paper.
26	Toner cartridge	Provides toner for transferring the image to the paper.

NOTE: *Throughout this guide, Standard Finisher or Booklet Maker Finisher may be referred to simply as the* ***Finisher****.*

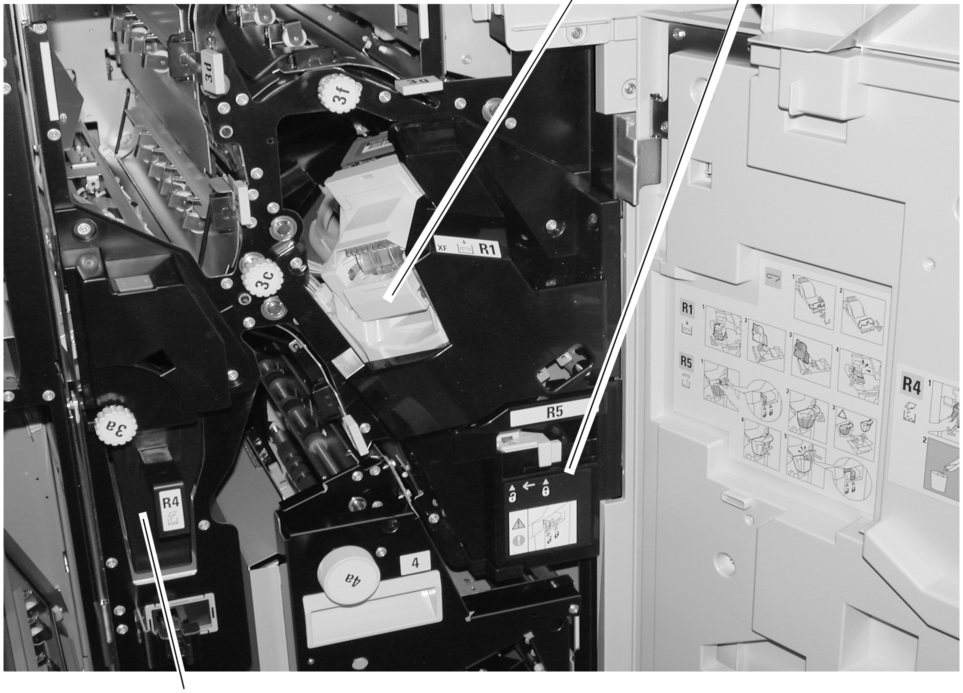
Finisher



No.	Component	Function
27	Post-process inserter (Cover/Transparency separator tray)/Tray 8	Load paper for cover or transparency separators. Paper loaded here is not used for copying. (This tray is also known as the Interposer)
28	Decurl button	When you press this button, it activates a decurling feature for the output material. This applies to lighter weight paper especially
29	Output tray	Copies are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated, or Normal.
30	Finisher tray	Receives copies when you select stapled, punched, and Z-folded copies.
31	Booklet output tray	Receives copies when you select Bi-Fold or Bi-Fold + Stapling.
32	Booklet output tray button	When you press this button, the booklet output tray is raised so you can retrieve booklets from the output area.
33	Right cover	Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.
34	Staple cartridges for booklet	There are two staple cartridge for booklet. Remove this cartridge to replace staples and clear staple jams.
35	Staple cartridge	Contains staples; remove this cartridge to replace staples and clear staple jams.

No.	Component	Function
36	Punch scrap container	Collects the scraps from the puncher. Open to remove the scraps.
37	Tri-Fold output tray (optional)	Receives copies when you select Tri-Fold In or Tri-Fold out.
38	Tri-Fold output tray button	Press this button to open tri-Fold output tray.
39	Left cover.	Open this cover to access the machine and to clear paper jams.
40	Staple cartridge storage space	An extra Staple cartridge for replacement can be stored at this location (Standard Finisher only).

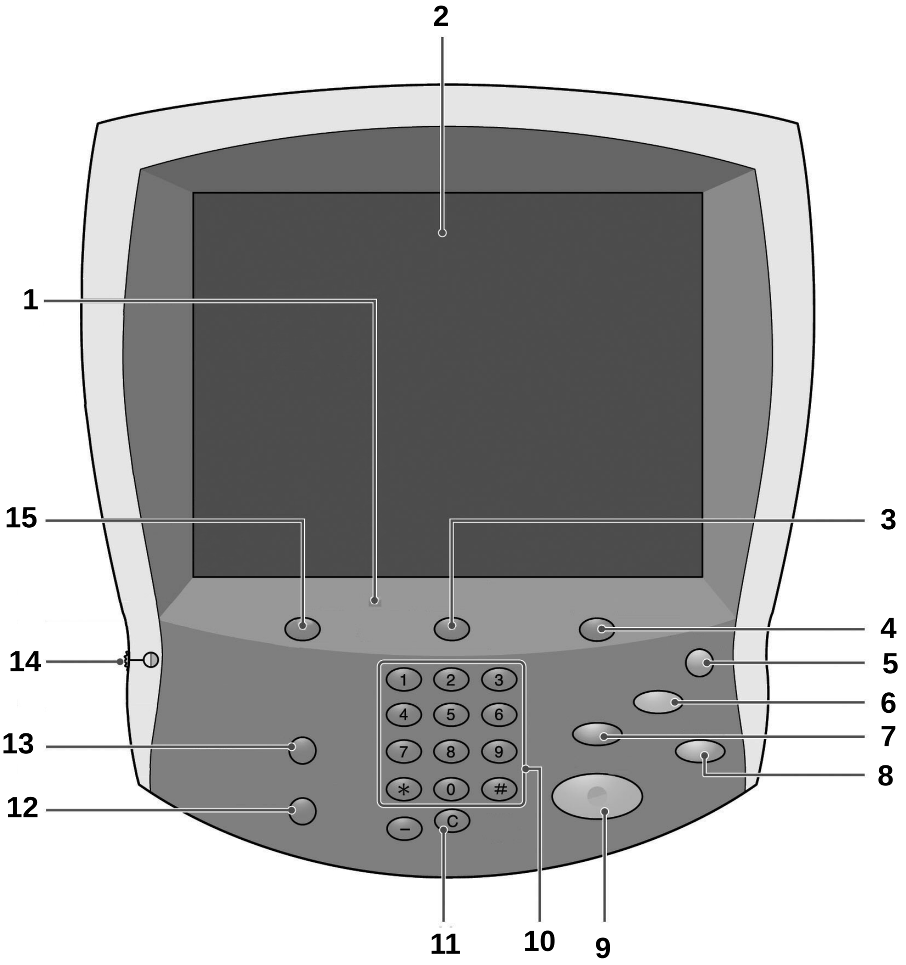
Inside the Finisher

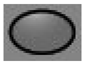
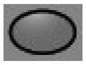


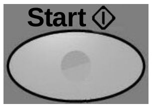
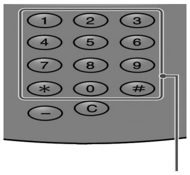
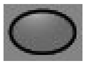
No.	Component	Function
41	Staple cartridge	Contains staples; remove this cartridge to replace staples and clear staple jams.
42	Staple waste container	Container for staple waste; remove this cartridge when full (Standard Finisher only).
43	Post-process inserter (Cover/Transparency separator tray)/Tray 8	Load paper for cover or transparency separators. Paper loaded here is not used for copying.

User Interface (UI)

The User Interface (UI) consists of the Control Panel and Touch Screen.The following describes the names and functions of components on the control panel and Touch Screen.



No.	Component	Function
1	Control panel	Allows keypad selection of features.
2	Touch Screen	Allows selections to be made simply by touching the screen.
3	**Job Status** 	Use to view the various **Job Status** feature screens. Press this button to confirm or cancel currently running or completed jobs or to confirm or print saved documents.
4	**Machine Status** 	Use to select the various **Machine Status** features, such as, billing and consumable information.
5	**Energy Saver** 	Lights when the machine is in the Power Saver mode. To cancel the Power Saver mode, press this button.

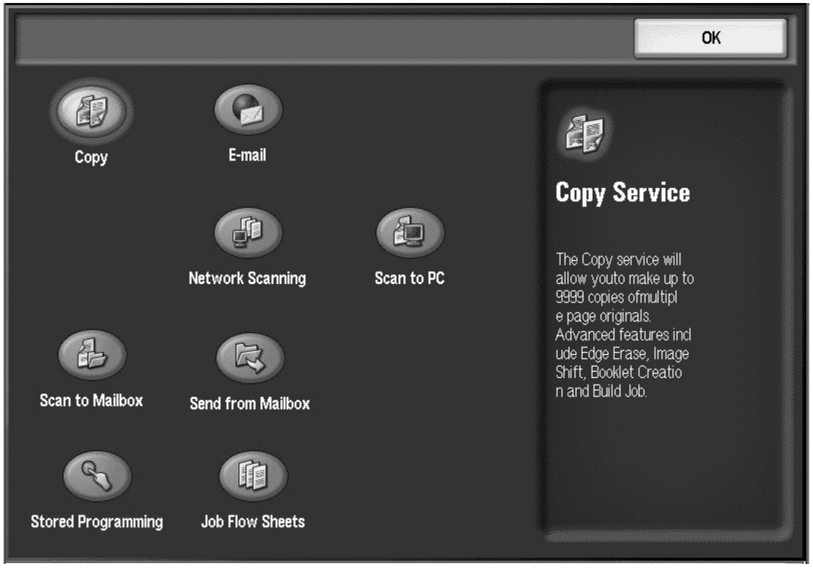
No.	Component	Function
6	**Clear All** 	Clears all programming and returns the machine to its default settings.
7	**Interrupt** 	Interrupts the printing or copy process to promote another job a higher priority. The Interrupt indicator lamp lights. Press the Interrupt button after the job is completed to resume the previous operation.
8	**Stop** ⊽ 	Press this button to stop the current copy job or communications.
9		Press this button to start the copy process.
10	 Numeric keypad	Press these buttons to enter the number of copies, password, and other numerical values.
11	Clear	This keypad button is used to clear an erroneously entered numerical value, or if instructed to do so by the U I.
12	**Language** 	This button is used to select the machine display language.
13	**Log In/Out** 	This button is used by the System Administrator to log into the System Administration mode or Login Setup/Auditron Administration mode.
14	Brightness dial	Adjusts the brightness of the **Touch** screen.
15	**Services** 	Press this button to access the various service screens, such as, **Copy**, **Scan to Mailbox**, etc.

Customizing the User Interface

Your System Administrator can customize the buttons and items displayed on the **All Services** screen.

Customizing the All Services Screen

You can customize the types of features and the location of buttons on the **All Services** screen. The following illustration shows the factory default settings.


OK
Copy
E-mail
Network Scanning
Scan to PC
Scan to Mailbox
Send from Mailbox
Stored Programming
Job Flow Sheets

Copy Service

The Copy service will
allow youto make up to
9999 copies ofmultipl
e page originals.
Advanced features incl
ude Edge Erase, Image
Shift, Booklet Creatio
n and Build Job.

For the procedure to assign features, refer to “Screen Defaults” in the *System Administration Guide* or ask your System Administrator to make the changes for you.

NOTE: *When a feature is not available the button is not displayed. Also, if the feature is unavailable due to hardware problems, the button is grayed out.*

Changing feature screen

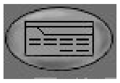
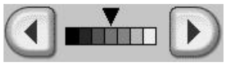
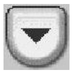
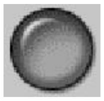
You can customize the setting screen for the following features on the **All Services** screen.

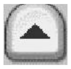
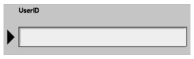
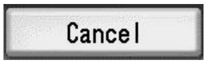
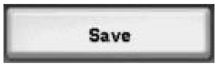
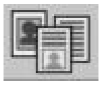
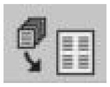
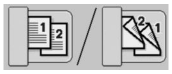
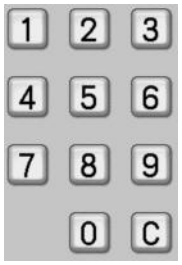
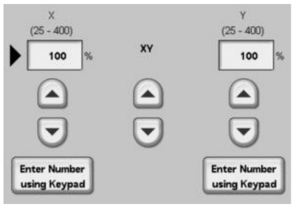
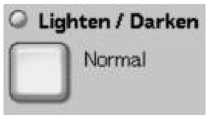
- Copy
- E-mail
- Scan to Mailbox
- Scan to FTP/SMB

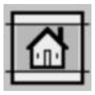
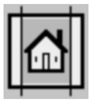
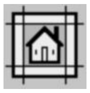
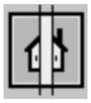
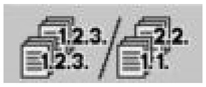
For how to change settings, refer to “Copy Mode Settings” and “Scan Mode Settings” in the *System Administration Guide*.

Common UI Touch-screen Controls

A majority of the Touch Screens use various controls, buttons, text boxes, etc. that are common with other screens The following information describes the names and functions of the various common components on the touch panel screens.

Screen Component/ Control	Function
 **All Services Icon**	This icon is present on most touch screens, Selecting the icon displays the **All Services** menu screen.
 **Lighten/Darken Control**	Used to control the image brightness.
 Keyboard Link Button	Selecting this button, causes the related **Keyboard** screen. This screen is used for the entry of alphanumeric characters into text fields. **KEY POINT:** There are several different keyboard versions utilized in the system and their appearances have minor variations.
Document List **Document List Button**	Selecting this button displays a **Document List**. Use this list to check or delete stored documents.
 **Decrease/Next**	Use this button to decrease a specific value by one increment or to display the next screen in a series of screens, such as a listing.
 **Feature Button**	Use this button to select and exercise the related option, setting or feature.

Screen Component/ Control	Function
 **Increase/Previous**	Use this button to increase a specific value by one increment or to display the previous screen in a series of screens, such as a listing.
 **Text-entry Box**	Use this box to enter and/or display data or text that is specifically related to a feature or function.
 **Cancel Button**	This button cancels the current operation.
 **Save Button**	Selecting this button causes the selected operation or changes to be saved to the machine memory.
 **Original Type**	Selecting this icon displays the **Original Type** screen, where you can specify the image type that will yield the best image quality.
 **Multiple-Up**	Selecting this icon allows you to specify the copying of either 2, 4, or 8 separate images to a single sheet of paper.
 **Finishing**	This icon allows you to specify the copy output method.
 **Numeric Keypad**	Use the numeric keypad to enter or change a numeric value present on the various screens, such as, quantities, the value for the X and Y coordinates, etc.
 X (25 - 400) 100 % XY Y (25 - 400) 100 % Enter Number using Keypad Enter Number using Keypad **X/Y Controls**	Use this control to enter or change the value for X and Y coordinates. In some instances, the numeric keypad can also be used.
 **Feature Settings (Varies)**	This button style is used to navigate to a feature-option screen, which contains options or attributes (as specified by its label) that are directly related to the function.

Screen Component/ Control	Function
 **Top/Bottom Erase**  **Edge Erase**  **Edge Erase (4-sides)**  **Center Erase**	When making copies with the document cover open or from a book, the black shadows that appear along the edges and center margin of the paper can be erased using the related controls. Selecting these edge erase icons causes the related screen containing the controls for the function to open.
Mirror Shift **Check Box (feature)**	Selecting a check box activates the related option/feature. (Indicated by a check mark when selected.)
 **Output Orientation**	This icon allows you to specify the copy output orientation.

NOTE: *Individual or special controls are addressed in each instance in their related section.*

Power on/off

WARNING: Never touch a labeled area indicating High Temperature. Coming in contact with these areas can lead to burns.

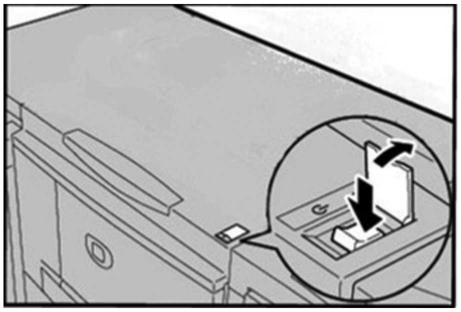
After turning the power on, the machine takes approximately 5 minutes to warm up before you can start making copies.

KEY POINT: It is recommended to turn the machine off at the end of the day or when it is not in use for a long period of time. Also, to reduce the power consumption, use the Power Saving feature when the machine is not in use for a while.

For information about Power Saving feature, refer to "Power Saver Mode" on page 1-15.

Powering on

1. Open the cover.
2. Press the power switch to the **On** (**I**) position.



NOTE: *The* ***Please wait...*** *message indicates that the machine is warming up. The machine cannot be used while it is warming up.*

Powering off

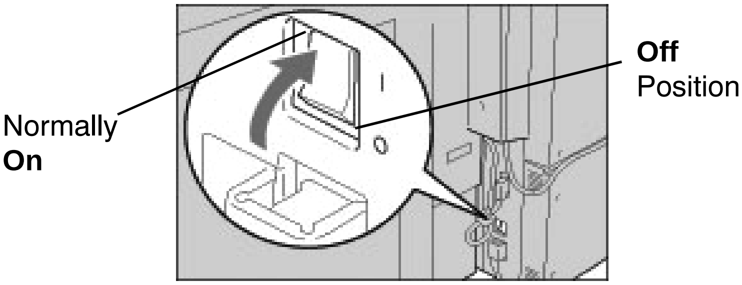
CAUTION: Never turn the power off in the following instances:

- While data is being received
- While data is being sent (FTP/SMB/e-mail)
- While jobs are being printed
- While jobs are being copied
- While a scan is being executed
- While data is being imported from a computer

1. Press the power switch to the **Off** (⏻) position.
2. If the power is to be turned off and then back on, verify that the UI display has turned completely off, then turn the machine back on.

KEY POINT: Power-off processing is performed internally on the machine and continues after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.

About the circuit breaker



In the event of a current leakage, the circuit breaker automatically turns off the machine power to prevent any damage or fire.

If the breaker is in the **Off** (⏻) position, contact your Customer Support Center, as some abnormal conditions may exist.

Power Saver Mode

The Power Saver feature has two modes; Low Power Mode and Sleep Mode.

The machine automatically enters the Low Power Mode after the preset time has elapsed if the machine is left unused for a fixed period of time.

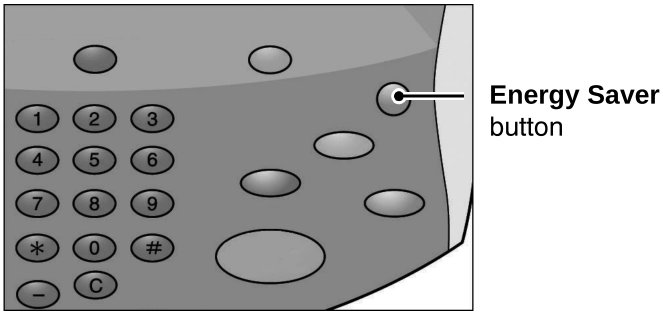
The machine then enters the Sleep Mode if a further preset time elapses.

Here are two examples:

- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 60 minutes, Sleep Mode activates after 60 minutes of total inactivity, not 60 minutes after Low Power Mode begins.
- If Low Power Mode is set to 15 minutes and Sleep mode is set to 20 minutes, Sleep Mode activates 5 minutes after Low Power Mode begins.

Exiting the Power Saver Mode

The Power Saver Mode is exited by pressing the **Energy Saver** button or when the machine receives print data.



Customer documentation updates

You can get the latest customer documentation updates for your product by going to **www.xerox.com**. Be sure to periodically check this website for the latest information for your product.

Additional applications/tools

The following applications are available for your machine; for more information, contact your Xerox Representative or go to **www.xerox.com**.

Xerox Extensible Interface Platform (XEIP)

Xerox Extensible Interface Platform (XEIP) enables independent software vendors and partners to develop customized programs to access directly from the Xerox device. Users can enter their authentication login at the device and access a set of features and options designed specifically for their business needs. For example:

- A hospital could customize the device to help better manage patient forms.
- By touching an icon on the display, a health-care worker could access the hospital's Web-based document management system and browse a list of patient forms.

Users can quickly scan and capture paper documents, preview thumbnails, and add them to frequently used document storage locations. For example:

- A tutor can scan notes directly to a specific course repository for students to access.
- A student can scan assessment papers to their course folder for their tutor to mark.

Xerox Extensible Interface Platform (XEIP) utilizes web-based Xerox Partner solutions including Omtool™, Equitrac™ and FreeFlow™ SMARTsend™ to enable users to access document repositories at the device display screen. Additional resources may be required on the device depending on the solution.

For further information, go to:

- The ***System Administration Guide, Chapter 10, Options***,
- **www.xerox.com** and search for Xerox Extensible Interface Platform, and/or
- Contact your Xerox Sales Representative.

Meter Assistant

The Meter Assistant allows the System Administrator to set up, view, and access the automatic billing meter information by eliminating the manual steps involved in collecting and reporting meter reads. Meter Assistant is feature of the SMart eSolutions^{TM} software package.

Once enabled, Meter Assistant provides the device's billing meters to Xerox Billing over the Internet with minimal human interaction.

NOTE: *All communications between your Xerox 4112/4127 machine and Xerox Billing is conducted through Secure Socket Layer (SSL) protocols and 128-bit encryption to keep information locked from all unauthorized viewers. By enabling the Meter Assistant feature on your Xerox 4112/4127 device, you are simply allowing your device to automatically submit billing meter information on a periodic basis to Xerox Billing as agreed upon in the "Terms and Conditions" . Xerox is* ***NOT*** *accessing your private data, or probing your device. Only information pertaining to your system's billing meters is actively transferred-no job data or other private information.*

Qualified users can implement the Meter Assistant feature based on the following criteria:

- "If your machine has an Integrated/Green Controller ONLY, then all you need to do is sign up for AMR.
- "If you have a third-party controller such as EFI Fiery or Xerox FreeFlow Print Services, you MUST have:
    - Two drops/ports for two separate internet connections
    - Two IP addresses (one for the machine and one for the controller); Meter Assistant uses the machine's IP address to obtain billing meter information.

NOTE: *Existing customers of the Xerox 4112/4127 Family can perform the eligibility test as listed below to see if their equipment is eligable. Customer who recently purchased the Xerox 4112/4127 can bypass this process.*

Use the Machine Eligibility Test at **http://www.xerox.com/account-management/meter-reading-test/enus.html** to determine if you can take advantage of SMart eSolutions capabilities.

NOTE 1: *This feature may currently be available only in the U.S.A.*

NOTE 2: *Ensure that you have an internet connection to your machine.*

Make sure that you have an account on **www.xerox.com**. Add all devices in inventory that you wish to register for Automatic Meter Readings to your account. For more information on setting up and activating your equipment for meter reads, go to **www.xerox.com/meterreads**. This is also supported by Dallas eSupport 888-998-9922.

To gain a better understanding of the SMart eSolution workflow process, go to **www.xerox.com/smartesolutions** and click on the link titled "Account Management" and click on the demo link titled "Simplify meter reading submission and reports" to view a short video presentation on SMart eSolutions.

2. Copy

Overview

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Copy Procedure

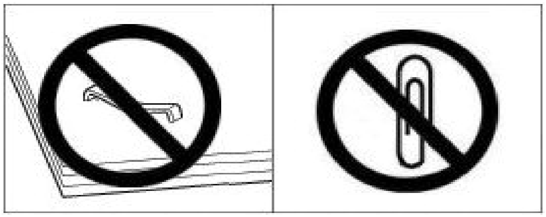
Loading Documents

Document Feeder

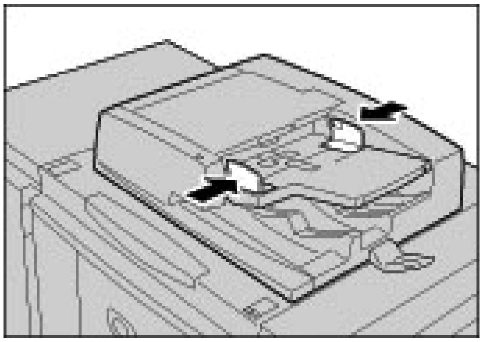
The document feeder supports single and multiple-sheet documents. Sizes may range from 140 × 210 mm (A5, 5.5 × 8.5 inches) to a maximum of 297 × 432 mm (A3, 11 × 17 inches).

CAUTION: Place folded or creased documents on the document glass because they may cause paper jams, which could damage originals, if placed in the DADF.

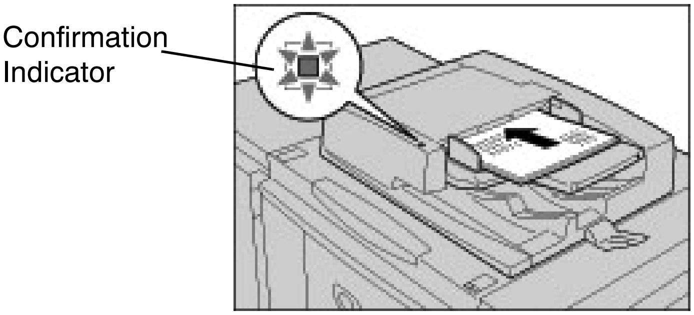
1. Remove any clips and staples before loading the document.



2. Adjust the movable document-guides.



3. Load the document and ensure the **Confirmation** indicator lights to show that the document is loaded correctly.



KEY POINT: The document feeder auto-detects only documents of standard sizes. For documents that are not of a standard size, input the size in the **Original Size** field. *The standard document sizes that are auto-detected depend upon the **Paper Size Settings** defined in the System Administration mode.*

For more information about entering a custom size, refer to “Original Size” on page 2-27.

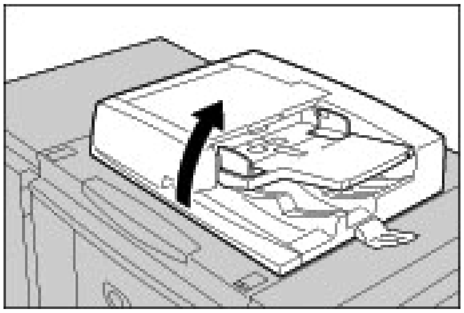
Document Glass

You can place a single sheet, book or other similar document, up to 297 × 432 mm (A3, 11 × 17 inches) on the document glass.

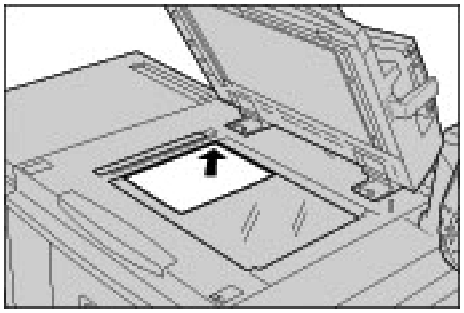
WARNING: When copying a thick document, do not apply excessive force to the document glass. The glass could break and cause an injury.

WARNING: When making copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

1. Open the document feeder.



2. Place the document face down, and align it as shown below.



3. Close the document feeder.

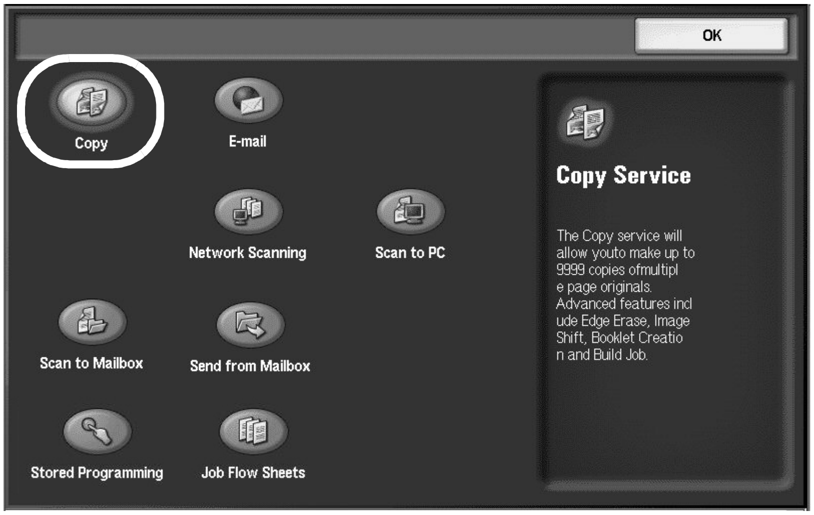
NOTE: Only standard size documents are detected automatically on the document glass. For non-standard size documents, enter a custom size in ***Original Size****.*

For more information, refer to “Original Size” on page 2-27.

Selecting Copy Features

***NOTE:** The features displayed on the **All Services** screen depend on the configuration of the machine. To use the **Login Setup** feature or **Auditron Administration** feature, you need a UserID and Password, or just a UserID. For information about UserIDs and Passwords, contact the System Administrator.*

1. Press the **Services** button on the control panel.
2. Select **Copy**.

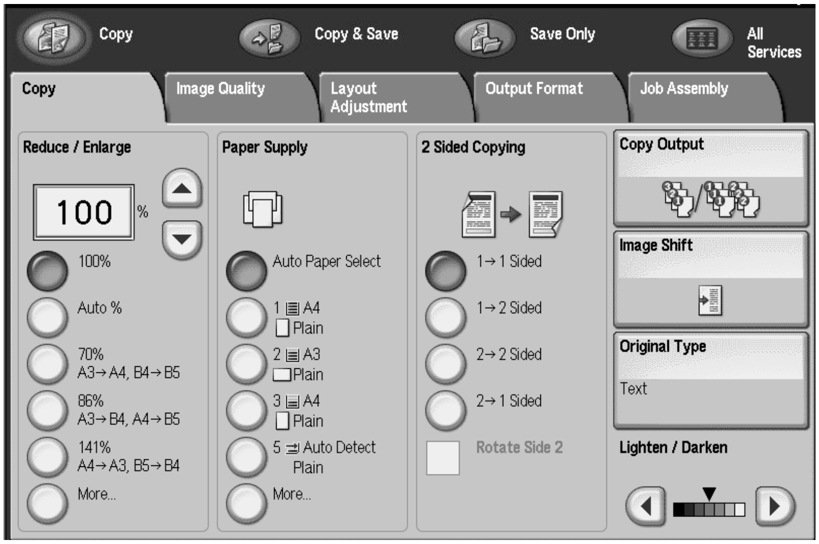

OK
Copy
E-mail
Network Scanning
Scan to PC
Scan to Mailbox
Send from Mailbox
Stored Programming
Job Flow Sheets

Copy Service

The Copy service will
allow youto make up to
9999 copies ofmultipl
e page originals.
Advanced features ind
ude Edge Erase, Image
Shift, Booklet Creatio
n and Build Job.

KEY POINT: If the System Administrator has configured the machine to display "Explanations", (using the **All Services - Screen Default** settings in Administrator mode), text is displayed in the panel on the right side of the screen. When this feature is enabled, you must select **OK** to continue.

3. Select **OK**.
4. If previous settings remain, press the **Clear All** button on the control panel.
5. Select the applicable features from each tab as necessary.


Copy
Copy & Save
Save Only
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Copy Output
Image Shift
Lighten / Darken

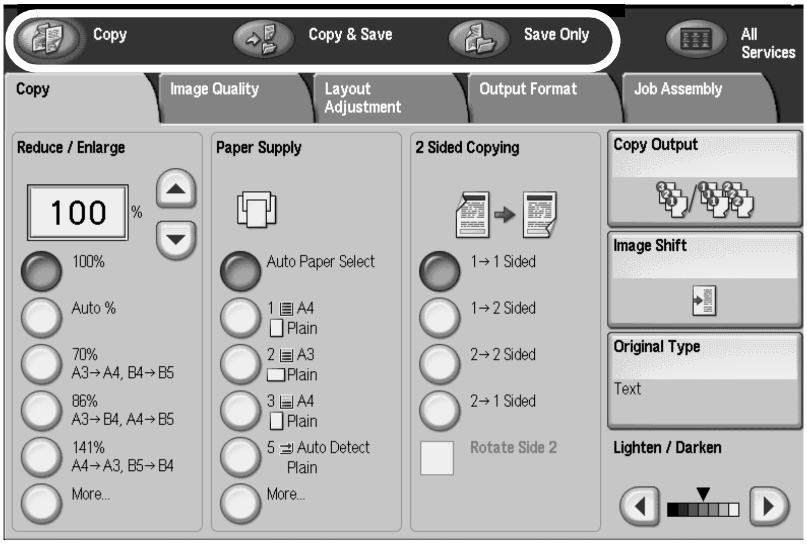
Reduce / Enlarge: 100 %
● 100%
○ Auto %
○ 70% A3→A4, B4→B5
○ 86% A3→B4, A4→B5
○ 141% A4→A3, B5→B4
○ More...

Paper Supply
● Auto Paper Select
○ 1 A4 Plain
○ 2 A3 Plain
○ 3 A4 Plain
○ 5 Auto Detect Plain
○ More...

2 Sided Copying
● 1→1 Sided
○ 1→2 Sided
○ 2→2 Sided
○ 2→1 Sided
☐ Rotate Side 2

Original Type: Text

6. Select one of the **Copy Only**, **Copy & Save** or **Save Only**.


Copy
Copy & Save
Save Only
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Reduce / Enlarge
100 %
100%
Auto %
70% A3→A4, B4→B5
86% A3→B4, A4→B5
141% A4→A3, B5→B4
More...
Paper Supply
Auto Paper Select
1 A4 Plain
2 A3 Plain
3 A4 Plain
5 Auto Detect Plain
More...
2 Sided Copying
1→1 Sided
1→2 Sided
2→2 Sided
2→1 Sided
Rotate Side 2
Copy Output
Image Shift
Original Type
Text
Lighten / Darken

■ **Copy**

Copies scanned documents.

■ **Copy & Save**

Copies scanned documents and then save them as a data to the mailbox on the machine. You can print saved data from the Mailbox or change settings.

■ **Save Only**

Save scanned documents as a data to the mailbox on the machine. You can print saved data from the Mailbox or change settings.

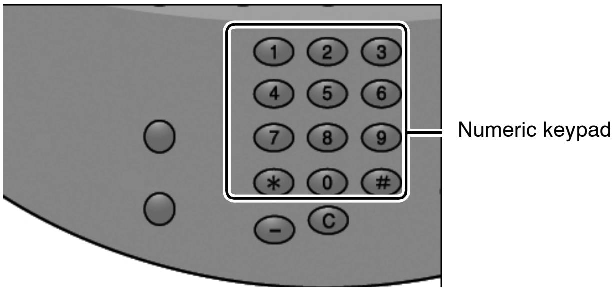
For more information about the tab features, refer to the following sections:

- **Copy** (See “Basic Copying” on page 2-10)
- **Image Quality** (See “Image Quality Tab” on page 2-21)
- **Layout Adjustment** (See “Layout Adjustment Tab” on page 2-23)
- **Output Format** (See “Output Format tab” on page 2-34)
- **Job Assembly** (See “Job Assembly tab” on page 2-57)

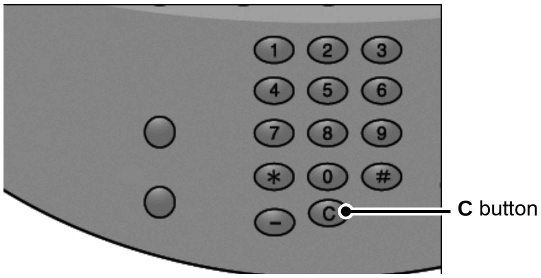
Entering the Quantity

You can enter up to **9999** for the number of copies.

1. Enter the number of copies needed. The number of copies entered appears on the upper right of the screen.

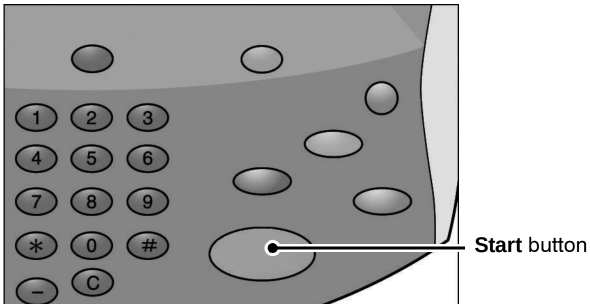


2. To clear an incorrect value, press the **C** button and enter the correct value.



Starting the Copy Job

After setting all the applicable copy features from the **Copy** tab screen, you can press the **Start** button to begin copying.



NOTE: *If a problem occurs, an error message appears on the display. Solve the problem in accordance with the message on the display.*

If You Have Another Document

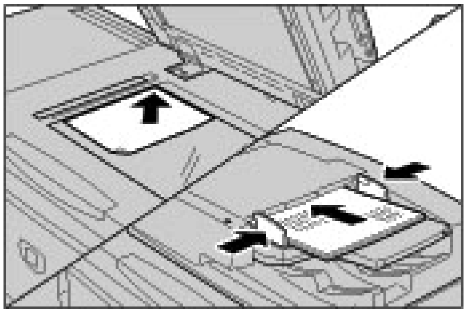
If you have another document, you can copy multiple documents together.

1. Select **Next Original** on the touch screen while the current document is being scanned.

NOTE 1:** The* **Next Original** *option does not automatically display. To use this feature, you need to activate the Build Job feature by selecting the* ***Job Assembly *tab. When on the* ***Job Assembly*** *tab screen, select* ***Build Job****, and then select* ***On****.*

***NOTE 2:** When using the document feeder, load the next document after the machine has finished scanning the first document.*

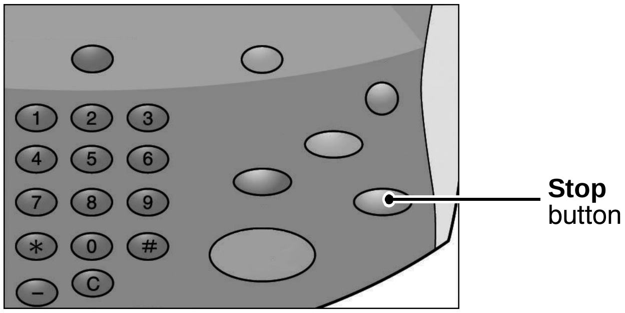
2. Load the next document to the Document Glass or in the feeder.



3. Press **Start**. If you have more documents, load the next document and press **Start** again.
4. When all documents have been scanned, select **Last Original**.

Cancelling the Copy Job

1. Select **Delete** on the touch screen **Copy** screen, or press the **Stop** button on the control panel.



2. From the **Stop/Pause** screen, select **Cancel Printing** or **Resume Printing**.
3. If the **Current and Pending Jobs** screen does not appear, press the **Job Status** button on the control panel.
4. Select the job to cancel from the displayed list, and then select **Stop**.

***NOTE:** If the job is a short one, the job may complete before you are able to cancel it.*

Changing the copy quantity

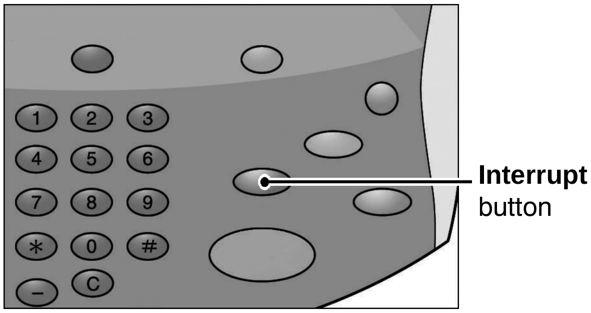
To change the number of documents that are being scanned or copied, follow these steps:

1. From the Control Panel:
    a. Press the Stop button.
    b. Press Job Status button.
2. From the Job Status screen, select the copy job.
3. Select either Details or Job Progress.
4. Select Change Quantity.
5. Using the Control Panel keypad, enter the new copy quantity.
6. Select Save.
7. Select or press Start.

Interrupting the copy job

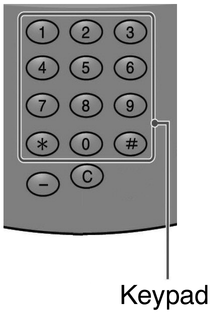
To temporarily interrupt a copy job in progress in order to perform another copy job, follow these steps:

1. Press the **Interrupt** button.

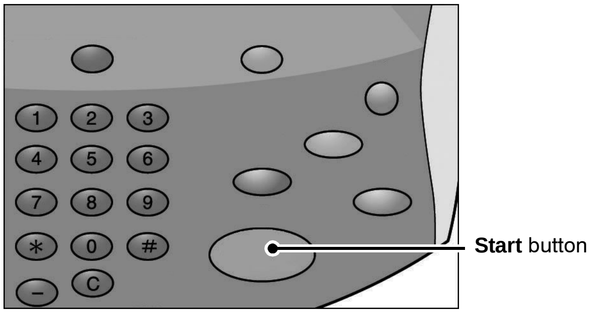


NOTE: *The* ***Interrupt*** *button lights and the* ***Copy*** *tab screen displays. This means the machine is in the job interrupt mode.*

2. Place a document in the document feeder or on the document glass and change the feature settings as required.
3. Enter the quantity.



4. Press the **Start** button.



5. When the interrupt copy job is completed, press the **Interrupt** button.

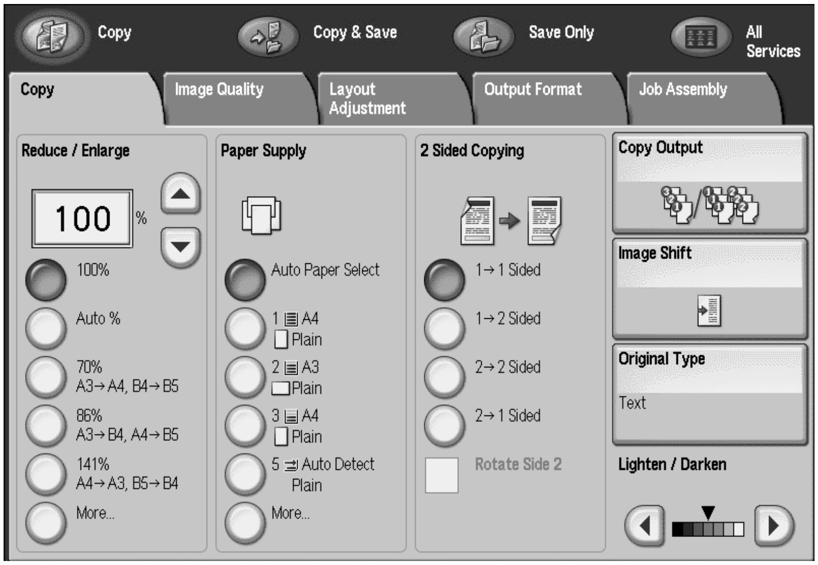
   NOTE: *The* ***Interrupt*** *button is no longer lit. This indicates that the job interrupt mode is canceled or completed.*

6. If you have placed a document on the document glass, remove it.
7. Press the **Start** button to resume the previous copy job.

Basic Copying

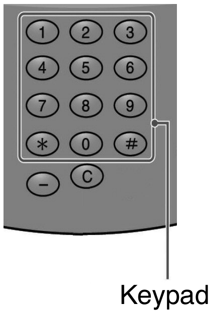
You can set the basic copy features on the **Copy** tab screen. For more information refer to “Selecting Copy Features” on page 2-4

1. From the **All Services** screen, select **Copy**.

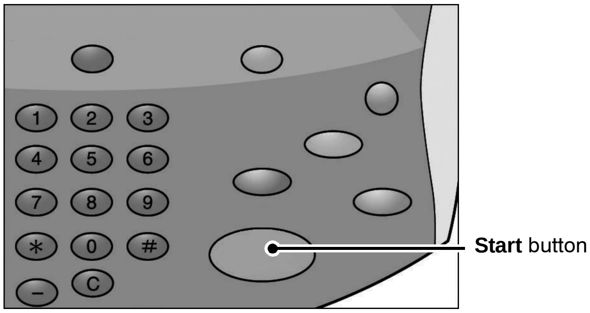

Copy
Copy & Save
Save Only
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Reduce / Enlarge
100 %
100%
Auto %
70% A3→A4, B4→B5
86% A3→B4, A4→B5
141% A4→A3, B5→B4
More...
Paper Supply
Auto Paper Select
1 A4 Plain
2 A3 Plain
3 A4 Plain
5 Auto Detect Plain
More...
2 Sided Copying
1→1 Sided
1→2 Sided
2→2 Sided
2→1 Sided
Rotate Side 2
Copy Output
Image Shift
Original Type
Text
Lighten / Darken

2. Select the copy features. Refer to the following for more information:
   - **Reduce/Enlarge** (See “Reduce/Enlarge” on page 2-11)
   - **Paper Supply** (See “Paper Supply” on page 2-15)
   - **2 Sided** (See “2 Sided Copying (Making 2-sided Copies)” on page 2-17)
   - **Copy Output** (See “Copy Output” on page 2-18)
   - **Image Shift** (See “Image Shift” on page 2-19)
   - **Original Type** (See “Original Type” on page 2-20)
   - **Lighten/Darken** (See “Lighten/Darken” on page 2-20)
3. Select the other applicable features from the remaining tab sections on the **Copy** screen. Refer to the following for more information:
   - **Image Quality** (See “Image Quality Tab” on page 2-21)
   - **Layout Adjustments** (See “Layout Adjustment Tab” on page 2-23)
   - **Output Format** (See “Output Format tab” on page 2-34)
   - **Job Assembly** (See “Job Assembly tab” on page 2-57)

4. Enter the copy quantity, using the numeric keypad.


1 2 3
4 5 6
7 8 9
* 0 #
– C
Keypad

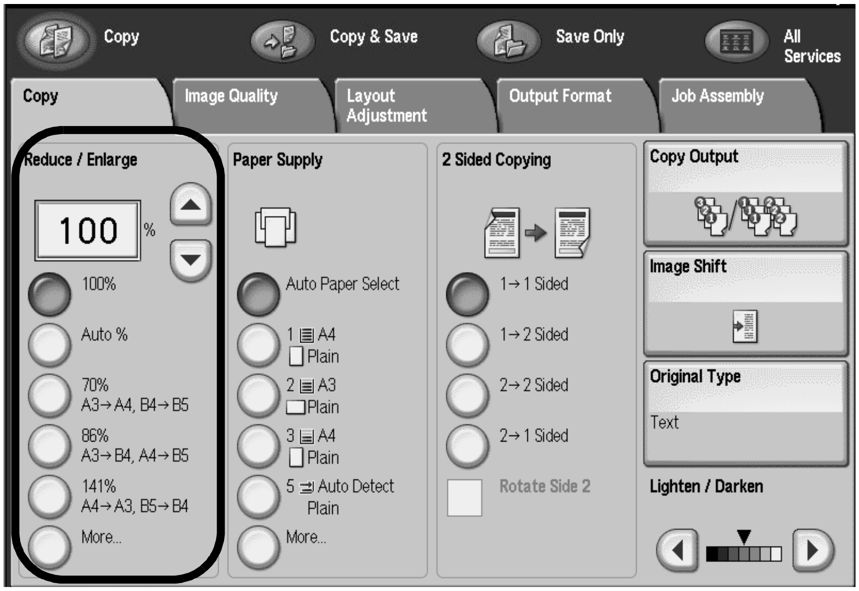
5. Press **Start** on the control panel.


1 2 3
4 5 6
7 8 9
* 0 #
– C
Start button

Reduce/Enlarge

You can set the reduce or enlarge copy features on the **Copy** tab screen in the **Reduce/Enlarge** area.

1. Select the applicable reduce/enlarge ratio.
2. You can also set the **Reduce/Enlarge** ratio by using the **up** or **down** buttons. In this case, the ratio is displayed in the text box.

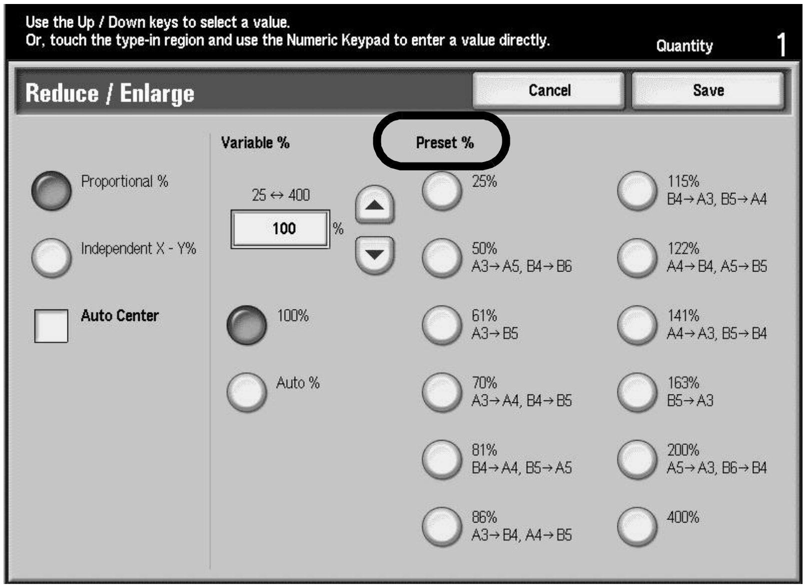

Copy
Copy & Save
Save Only
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Reduce / Enlarge
100 %
100%
Auto %
70% A3→A4, B4→B5
86% A3→B4, A4→B5
141% A4→A3, B5→B4
More...
Paper Supply
Auto Paper Select
1 A4 Plain
2 A3 Plain
3 A4 Plain
5 Auto Detect Plain
More...
2 Sided Copying
1→1 Sided
1→2 Sided
2→2 Sided
2→1 Sided
Rotate Side 2
Copy Output
Image Shift
Original Type
Text
Lighten / Darken

For more information refer to “Selecting Copy Features” on page 2-4

Selecting More... Reduce/Enlarge Presets

You can select from preset standard copy ratios.

1. In the **Reduce/Enlarge** area on the **Copy** tab screen, select **More...**
2. From the **Reduce/Enlarge** screen, select **Proportional**.
3. In the **Preset%** area, select the applicable preset button.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

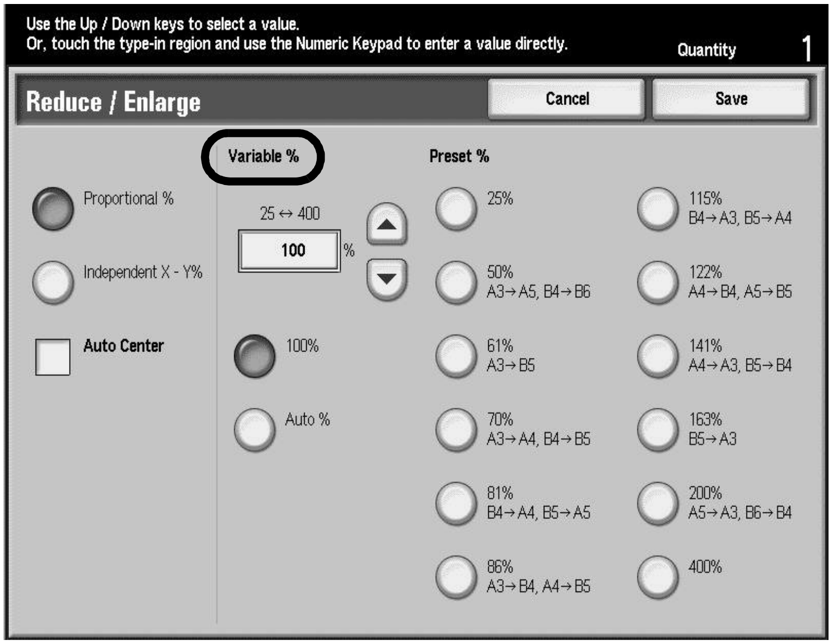
Quantity 1
Reduce / Enlarge
Cancel
Save
Proportional %
Independent X - Y%
Auto Center
Variable %
25 ↔ 400
100 %
100%
Auto %
Preset %
25%
50% A3→A5, B4→B6
61% A3→B5
70% A3→A4, B4→B5
81% B4→A4, B5→A5
86% A3→B4, A4→B5
115% B4→A3, B5→A4
122% A4→B4, A5→B5
141% A4→A3, B5→B4
163% B5→A3
200% A5→A3, B6→B4
400%

4. If the image is to be automatically centered, select the **Auto Center** check box.
5. Select **Save** to save the changes.

Using the Variable% Option

You can enter any ratio for copying to within the range from 25 to 400% in 1% increments.

1. In the **Reduce/Enlarge** area on the **Copy** tab screen, select **More...**
2. In the **Variable%** area, specify the ratio with the **up** and **down** buttons.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Quantity 1

● Proportional %

Variable % 100 %

● 100%

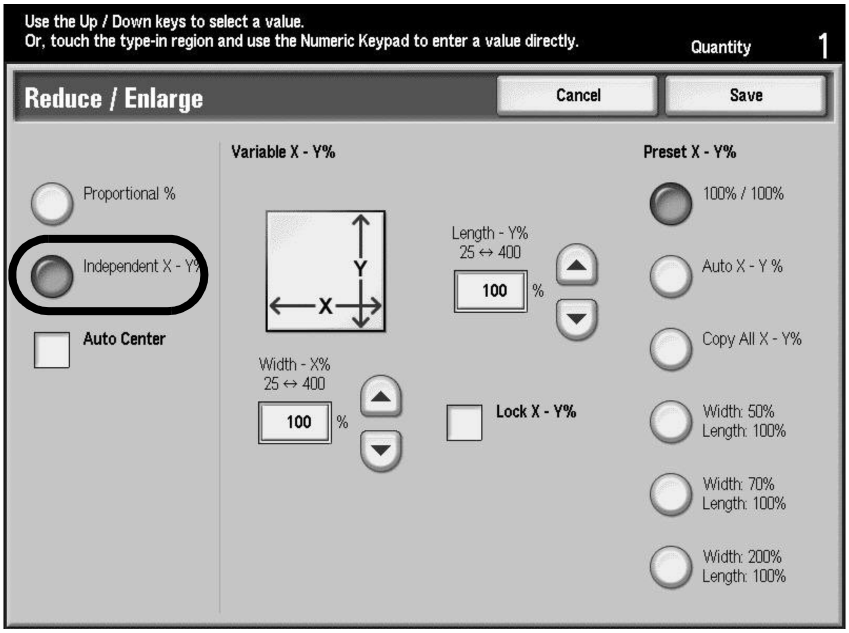
Reduce / Enlarge
Cancel
Save
Variable %
Preset %
Independent X - Y%
Auto Center
25 ↔ 400
Auto %
25%
50% A3→A5, B4→B6
61% A3→B5
70% A3→A4, B4→B5
81% B4→A4, B5→A5
86% A3→B4, A4→B5
115% B4→A3, B5→A4
122% A4→B4, A5→B5
141% A4→A3, B5→B4
163% B5→A3
200% A5→A3, B6→B4
400%

3. If the image is to be automatically centered, select the **Auto Center** check box.
4. Select **Save** to save the changes.

When Independent X-Y% is Selected

You can specify different height and width ratios to scale the height and width independently.

1. In the **Reduce/Enlarge** area on the **Copy** tab screen, select **More...**
2. Select **Independent X-Y%**.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Quantity 1

Width - X% 25 ↔ 400: 100 %

Length - Y% 25 ↔ 400: 100 %

● Independent X - Y%

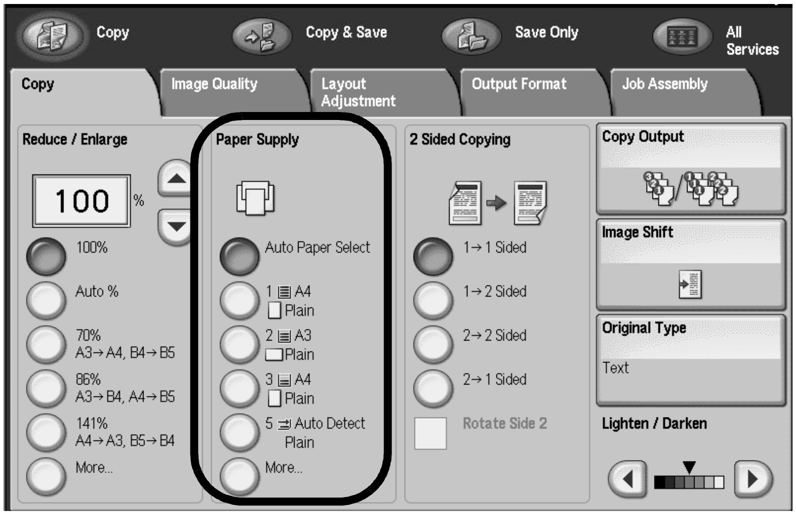
● 100% / 100%

Reduce / Enlarge
Cancel
Save
○ Proportional %
☐ Auto Center
Variable X - Y%
Y
X
☐ Lock X - Y%
Preset X - Y%
○ Auto X - Y %
○ Copy All X - Y%
○ Width: 50% Length: 100%
○ Width: 70% Length: 100%
○ Width: 200% Length: 100%

3. Use the **up** and **down** buttons to specify the height and width ratios or specify a preset X - Y setting by selecting the buttons in the **Preset X - Y%** area.
4. To lock the X - Y coordinates, select **Lock X - Y%**. A checkmark appears.
5. If the image is to be automatically centered, select the **Auto Center** check box.
6. Select **Save** to save the changes.

Paper Supply

You can select the tray loaded with the copy paper you wish to use for copying from the **Copy** tab screen by selecting the applicable paper supply from the options shown in the **Paper Supply** area.

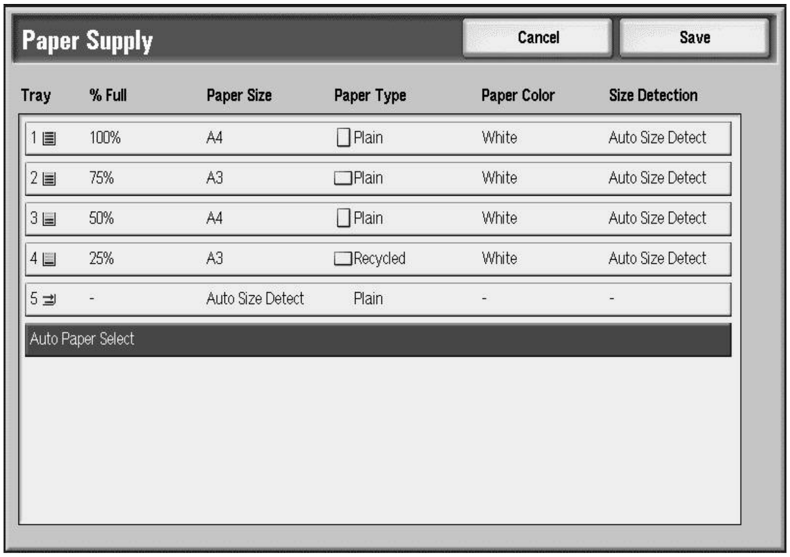

Copy
Copy & Save
Save Only
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Reduce / Enlarge
100 %
100%
Auto %
70% A3→A4, B4→B5
86% A3→B4, A4→B5
141% A4→A3, B5→B4
More...
Paper Supply
Auto Paper Select
1 A4 Plain
2 A3 Plain
3 A4 Plain
5 Auto Detect Plain
More...
2 Sided Copying
1→1 Sided
1→2 Sided
2→2 Sided
2→1 Sided
Rotate Side 2
Copy Output
Image Shift
Original Type
Text
Lighten / Darken

KEY POINT: Selecting the **More...** button causes the **Paper Supply** screen to display.

Paper Supply Screen

You can select a paper tray that does not appear on the **Paper Supply** area of the **Copy** tab screen.

1. From the **Paper Supply** area of the **Copy** tab screen, select **More...**


Paper Supply
Cancel
Save

Tray	% Full	Paper Size	Paper Type	Paper Color	Size Detection
1	100%	A4	Plain	White	Auto Size Detect
2	75%	A3	Plain	White	Auto Size Detect
3	50%	A4	Plain	White	Auto Size Detect
4	25%	A3	Recycled	White	Auto Size Detect
5	-	Auto Size Detect	Plain	-	-
Auto Paper Select					

2. From the list displayed, select the tray that contains the applicable paper size and paper type.
3. Select **Save** to keep your changes.

Tray 5 (Bypass) Screen

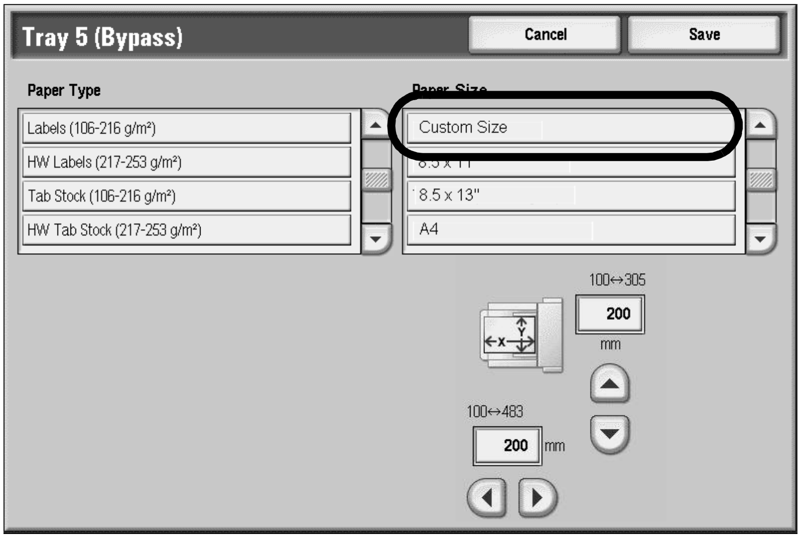
If you want to make copies on special paper that cannot be loaded in trays 1 through 4 or trays 6 through 7, use **Tray 5 (Bypass)**.

1. Load the custom sized paper in the **Tray 5 (Bypass)** tray.
2. Select the **Change Settings** paper tray.
3. Use the **up** and **down** buttons to navigate the displayed **Paper Size** options list.
4. From the **Paper Size** list, select the applicable **Paper Size**.
5. Use the **up** and **down** buttons to navigate the displayed **Paper Type** options list.
6. From the **Paper Type** list, select the applicable **Paper Type**.
7. Select **Save** to save the changes.

When Custom Size is Selected

You can set the width (X) within the range from 5.9 to 19.2 inches (140 to 400 mm) and the height (Y) within the range from 4.0 to 12.9 inches (100 to 330 mm) in 0.1 inches or 1 mm increments.

1. From the **Tray 5 Bypass** screen, **Paper Size** list, select **Custom Size**.


Tray 5 (Bypass)
Cancel
Save
Paper Type
Labels (106-216 g/m²)
HW Labels (217-253 g/m²)
Tab Stock (106-216 g/m²)
HW Tab Stock (217-253 g/m²)
Paper Size
Custom Size
8.5 x 11"
8.5 x 13"
A4
100↔305
200
mm
Y
X
100↔483
200
mm

2. Set the **Paper Size** dimensions using the **up**/**down**, **left/right** buttons.
3. Select the **Paper Type** from the displayed list.
4. Select the **up** button to display the previous screen and select the **down** button to display the next screen.
5. Select **Save** to save the changes.

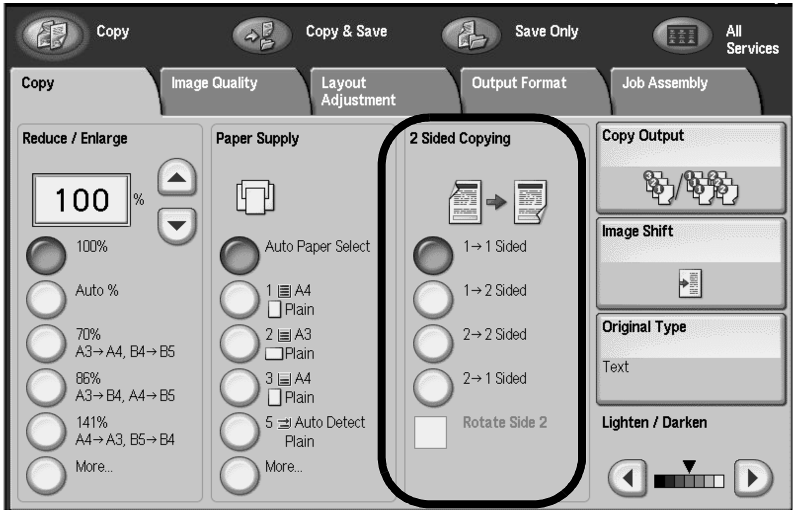
KEY POINT: Printing may not be performed correctly when the X (horizontal) direction of a non-standard size paper is less than 5.7 inches (148 mm).

KEY POINT: When copying both sides on a non-standard size paper, specify the size from 7.2 to 19.2 inches (182 to 488 mm) for the X (horizontal) direction and from 5.5 to 13.0 inches (140 to 330 mm) for the Y (vertical) direction.

2 Sided Copying (Making 2-sided Copies)

Copies of 1-sided and 2-sided documents can be made on one side or both sides.

1. From the **Copy** tab screen, in the **2 Sided Copying** area, make the applicable selection from the displayed buttons.

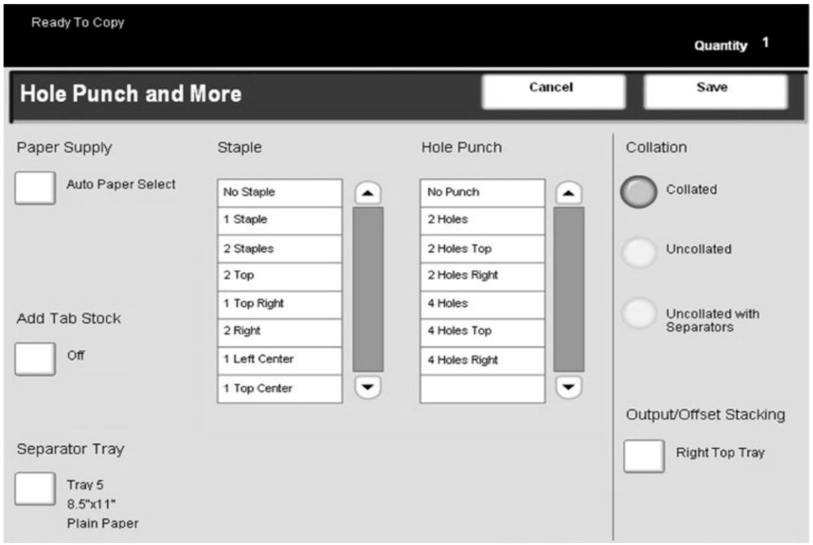

Copy
Copy & Save
Save Only
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Reduce / Enlarge
100 %
100%
Auto %
70% A3→A4, B4→B5
86% A3→B4, A4→B5
141% A4→A3, B5→B4
More...
Paper Supply
Auto Paper Select
1 A4 Plain
2 A3 Plain
3 A4 Plain
5 Auto Detect Plain
More...
2 Sided Copying
1→1 Sided
1→2 Sided
2→2 Sided
2→1 Sided
Rotate Side 2
Copy Output
Image Shift
Original Type
Text
Lighten / Darken

2. If Side 2 is to be rotated (head-to-foot) select the **Rotate Side 2** check box.

Copy Output

Copy output can be defined by using the **Copy Output** button on the **Copy** tab screen.

1. From the **Copy** tab screen, select the **Copy Output** button.

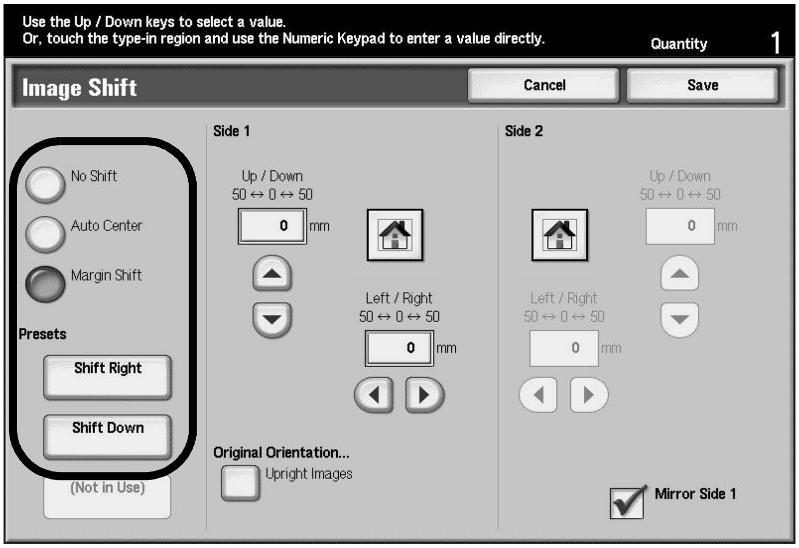

Ready To Copy
Quantity 1
Hole Punch and More
Cancel
Save
Paper Supply
Auto Paper Select
Add Tab Stock
Off
Separator Tray
Tray 5
8.5"x11"
Plain Paper
Staple
No Staple
1 Staple
2 Staples
2 Top
1 Top Right
2 Right
1 Left Center
1 Top Center
Hole Punch
No Punch
2 Holes
2 Holes Top
2 Holes Right
4 Holes
4 Holes Top
4 Holes Right
Collation
Collated
Uncollated
Uncollated with Separators
Output/Offset Stacking
Right Top Tray

2. From the **Hole Punch & More** screen select the applicable output features from the **Hole Punch & More** screen:
    - **Paper Supply** (The **Paper Supply** screen is displayed.)
    - **Collation** feature
    - **Add Tab Stock**
    - **Separator Tray**
    - **Staple** (Available only when **Collated** is selected)
    - **Hole Punch** (Available only when **Collated** is selected)
    - **Output/Offset Stacking**
3. Select **Save** to save the changes.

Image Shift

Image shift features are defined by using the **Image Shift** button on the **Copy** tab screen.

1. From the **Copy** tab screen, select the **Image Shift** button.
2. Select the applicable image shift features from the **Image Shift** screen.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Quantity 1

● Margin Shift

Side 1 Up / Down 50 ↔ 0 ↔ 50: 0 mm

Side 1 Left / Right 50 ↔ 0 ↔ 50: 0 mm

Side 2 Up / Down 50 ↔ 0 ↔ 50: 0 mm

Side 2 Left / Right 50 ↔ 0 ↔ 50: 0 mm

☑ Mirror Side 1

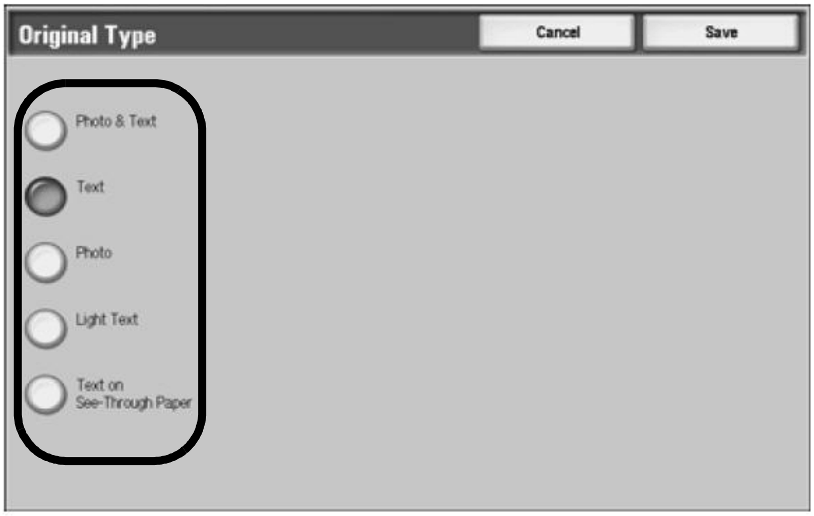
Image Shift
Cancel
Save
No Shift
Auto Center
Presets
Shift Right
Shift Down
(Not in Use)
Side 1
Side 2
Original Orientation...
Upright Images

3. When **Margin Shift** is selected, set the image shift parameters, using the **left/right** (or) **up/down** buttons.
4. Select **Original Orientation...** and set and save the orientation.
5. You can elect to mirror the Side 1 settings to side 2 by selecting the **Mirror Side 1** check box.
6. Select **Save** to save the changes.

Original Type

The original-type specifications can be defined by using the **Original Type** button on the **Copy** tab screen.

1. From the **Copy** tab screen, select the **Original Type** button.
2. Select the applicable specifications for the original type.


Original Type
Cancel
Save
Photo & Text
Text
Photo
Light Text
Text on See-Through Paper

3. Select **Save** to save the changes.

Lighten/Darken

You can adjust the copy density to one of seven levels from the **Copy** tab, in the **Lighten/Darken** area.

The density is adjusted by selecting either the **left** or **right** buttons.

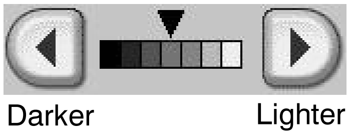
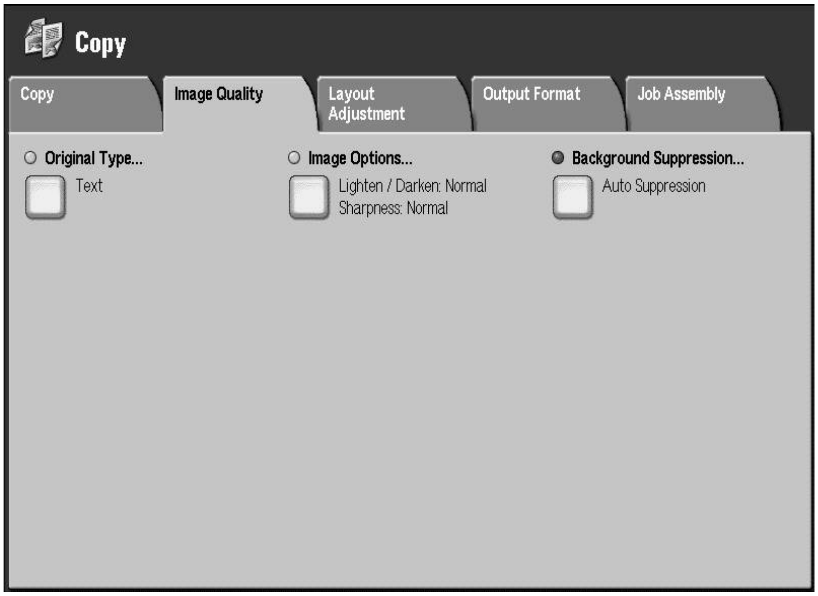

Darker
Lighter

Image Quality Tab

You can configure the image quality features from the **Image Quality** tab screen.

1. On the **All Services** screen, select **Copy**.
2. From the **Copy** screen, select the **Image Quality** tab.



○ Original Type...
Text

○ Image Options...
Lighten / Darken: Normal
Sharpness: Normal

● Background Suppression...
Auto Suppression

3. Select the applicable feature on the **Image Quality** screen.
   - **Original Type** (See “Original Type” on page 2-21)
   - **Image Options** (See “Image Options” on page 2-22)
   - **Background Suppression** (See “Background Suppression” on page 2-22)

Original Type

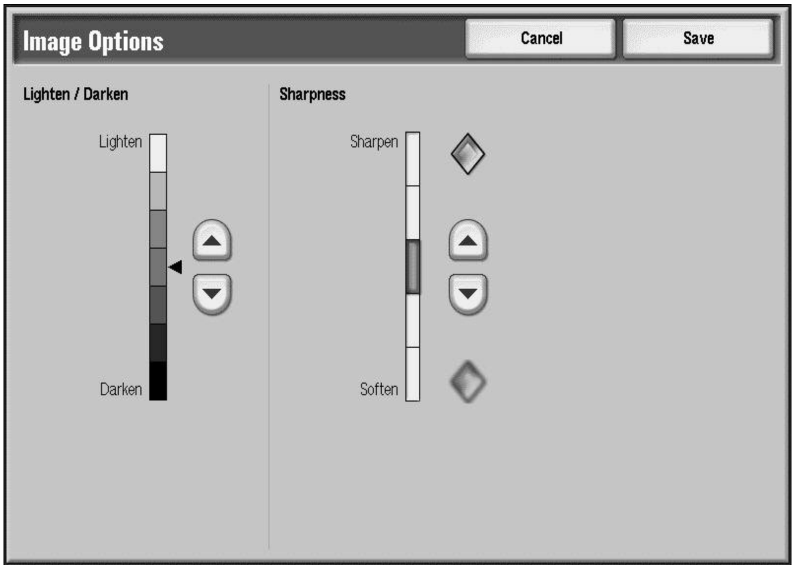
Copies of the document are reproduced at a more faithful image quality by selecting the document type that matches the original document.

The remaining information for this function is identical to when the **Original Type** button is selected from the **Copy** tab. (See “Original Type” on page 2-20)

Image Options

You can set the image darkness and sharpness from the **Image Options** screen.

1. From the **Copy** screen, select the **Image Quality** tab.
2. Select **Image Options**.



3. Set the **Lightness/Darkness** for the image, using the **up** or **Down** button in that area of the screen.
4. Set the **Sharpness** for the image, using the **up** or **Down** button in that area of the screen.
5. Select **Save** to save the changes.

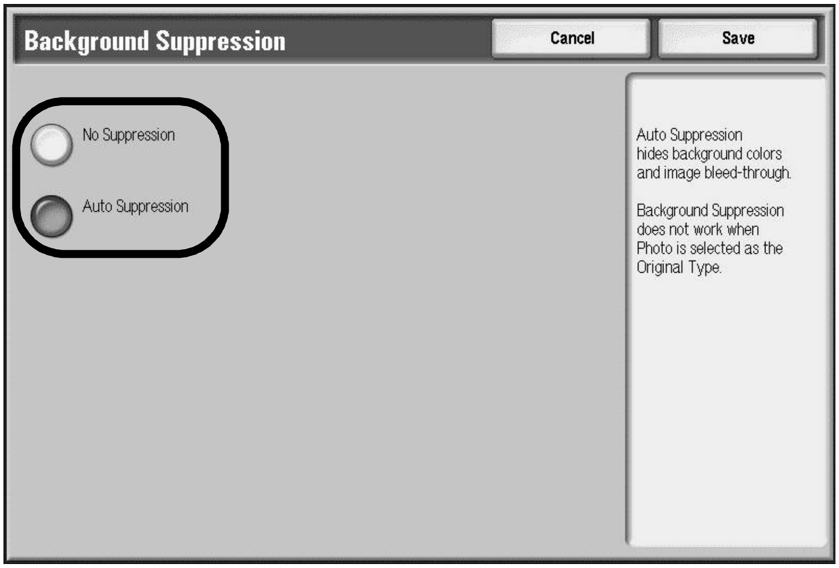
Background Suppression

When **Background Suppression** is selected, the background color of documents such as newspapers and colored paper documents is erased on the copy.

NOTE:** When **Document Type** is set to* **Photo, the* **Background Suppression** *feature is not functional.*

1. From the **Copy** screen, select the **Image Quality** tab.
2. Select **Background Suppression**.

3. Select **No Suppression** or **Auto Suppression**.


Background Suppression
Cancel
Save

○ No Suppression

● Auto Suppression

Auto Suppression hides background colors and image bleed-through.

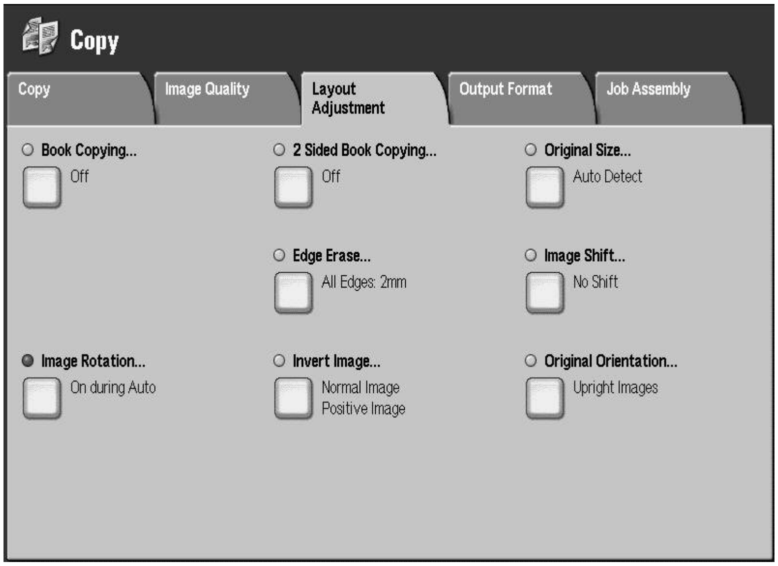
Background Suppression does not work when Photo is selected as the Original Type.

4. Select **Save** to save the changes.

Layout Adjustment Tab

1. On the **All Services** screen, select **Copy**.

2. Select the **Layout Adjustment** tab.


Copy
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly

○ Book Copying... Off

○ 2 Sided Book Copying... Off

○ Original Size... Auto Detect

○ Edge Erase... All Edges: 2mm

○ Image Shift... No Shift

● Image Rotation... On during Auto

○ Invert Image... Normal Image Positive Image

○ Original Orientation... Upright Images

3. Select the applicable features from the **Layout Adjustment** tab screen:

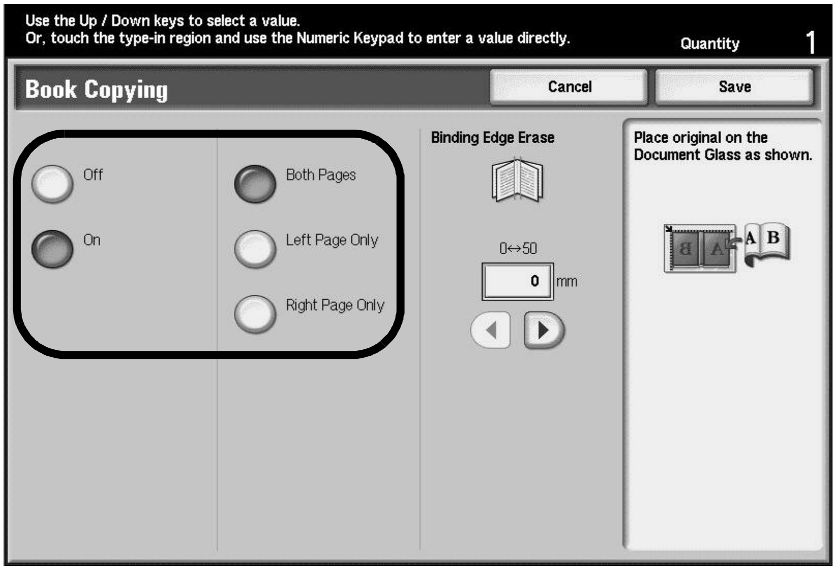
- Book Copying (See “Book Copying” on page 2-24)
- **2 Sided Book Copying** (See “2 Sided Book Copying” on page 2-26)
- Original Size (See “Original Size” on page 2-27)

- **Manual Size Input** (See “Manual Size Input” on page 2-28)
- **Mixed Size Originals** (See “Mixed Size Originals” on page 2-29)
- **Edge Erase** (See “Edge Erase” on page 2-30)
- **Image Shift** (See “Image Shift” on page 2-30)
- **Image Rotation** (See “Invert Image (Mirror Image/Negative Image)” on page 2-32)
- **Invert Image** (See “Invert Image (Mirror Image/Negative Image)” on page 2-32)
- **Original Orientation** (See “Original Orientation” on page 2-33)

Book Copying

The Book Copying feature allows you to copy facing pages of a document on separate sheets of paper in page-number order.

1. From the **Copy** tab, select the **Layout Adjustment** tab.
2. Select **Book Copying...**
3. From the **Book Copying** screen, select **On**.
4. Select the book copying features.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Quantity 1

Book Copying

○ Off
● On

● Both Pages
○ Left Page Only
○ Right Page Only

Binding Edge Erase: 0 mm (0↔50)

Place original on the Document Glass as shown.

5. Use the **Left** or **Right** buttons to set the **Binding Edge Erase** dimensions. (See “Binding Edge Erase” on page 2-25)
6. Select **Save** to save the changes.

KEY POINT: You cannot use the document feeder when using this feature.

A document of non-standard size or undetectable size may *not* be divided exactly into two equal sizes.

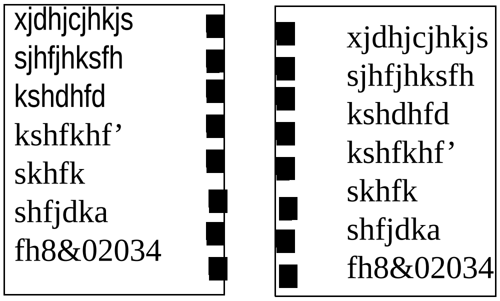
Binding Edge Erase

The binding-edge erase feature on the **Book Copying** screen, erases the shadow from the center section of a bound document. You can set the width for **Binding Edge Erase** in the range from 0 to 1.9 inches (0 to 50 mm) in 0.1 inch or 1 mm increments.

Examples:

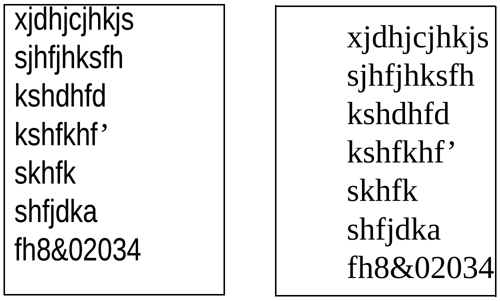
■ **Binding Edge Erase value: 0 mm**

- Your bound original is a spiral-bound book and you want to copy both the right and left pages of the book.
- You select **Left Page Then Right**.
- You do **not** increase the **Binding Edge Erase** value; therefore, the **Binding Edge Erase** value is **0 mm**.
- You make a copy of the left and right side pages of your book. The copy output shows the copies with black marks along the binding edge:


xjdhjcjhkjs
sjhfjhksfh
kshdhfd
kshfkhf'
skhfk
shfjdka
fh8&02034
xjdhjcjhkjs
sjhfjhksfh
kshdhfd
kshfkhf'
skhfk
shfjdka
fh8&02034

■ **Binding Edge Erase value: 10 mm**

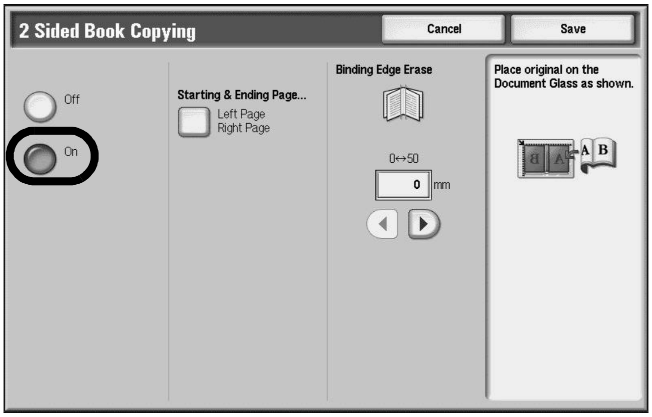
- Using the same bound original, you select **Left Page Then Right**.
- Increase the **Binding Edge Erase** to **10 mm**.
- You make a copy of the left and right side pages of your book. The copy output shows the copies **without** black marks along the binding edge, and you have a crisp, white copy of the pages:


xjdhjcjhkjs
sjhfjhksfh
kshdhfd
kshfkhf'
skhfk
shfjdka
fh8&02034
xjdhjcjhkjs
sjhfjhksfh
kshdhfd
kshfkhf'
skhfk
shfjdka
fh8&02034

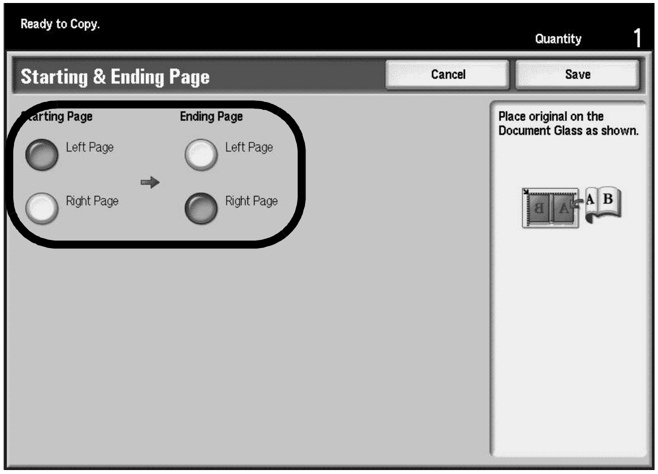
2 Sided Book Copying

You can assign pages when making copies of facing pages in a bound document so that pages face each other in the same way as the document. A blank sheet is inserted automatically as the first page.

1. From the **Copy** tab, select the **Layout Adjustment** tab.
2. Select **2 Sided Book Copying...**
3. Select **On**.


2 Sided Book Copying
Cancel
Save
Off
On
Starting & Ending Page...
Left Page
Right Page
Binding Edge Erase
0↔50
0
mm
Place original on the Document Glass as shown.
B A
A B

4. Select the **Starting & Ending Page...** button.
5. From the **Starting & Ending Page** screen, specify a **Start** and an **End** page.


Ready to Copy.
Quantity 1
Starting & Ending Page
Cancel
Save
arting Page
Left Page
Right Page
Ending Page
Left Page
Right Page
Place original on the Document Glass as shown.
B A
A B

6. Select **Save**. The view returns to the **2 Sided Book Copy** screen.
7. Specify the required settings for **Binding Edge Erase**.
8. Select **Save** to save the changes.

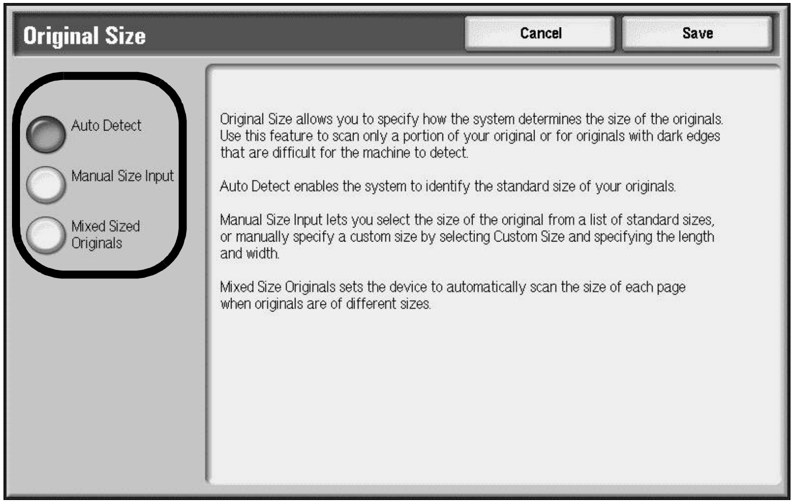
NOTE: *Confirm the orientation of the loaded document.*

Custom-sized documents will not be separated into two equally-sized documents.

Original Size

You can specify the size of the document when scanning standard and custom sized documents or when making copies at a size different from that of the currently loaded document.

1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select the **Original Size...** button.
3. Select the actual size of the document from the options displayed.



Original Size allows you to specify how the system determines the size of the originals. Use this feature to scan only a portion of your original or for originals with dark edges that are difficult for the machine to detect.

Auto Detect enables the system to identify the standard size of your originals.

Manual Size Input lets you select the size of the original from a list of standard sizes, or manually specify a custom size by selecting Custom Size and specifying the length and width.

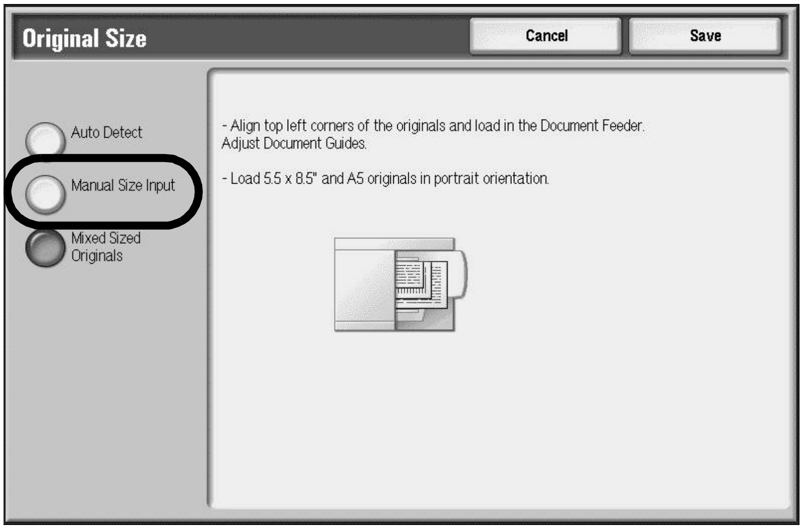
Mixed Size Originals sets the device to automatically scan the size of each page when originals are of different sizes.

4. If you select a **Manual Size Input**, specify values for the **X** and **Y** directions. (See “Manual Size Input” on page 2-28)
5. Select **Save** to save the changes.

NOTE: *If the document size cannot be detected, a screen for inputting the document size is displayed.*

Manual Size Input

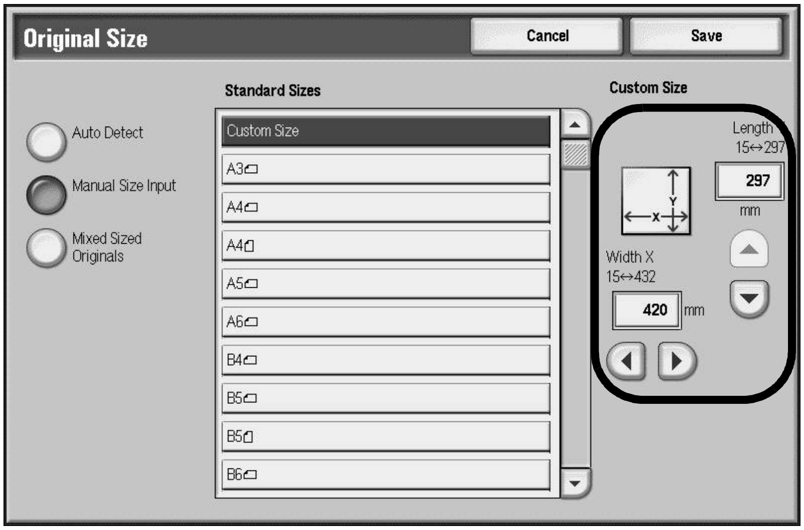
1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select the **Original Size...** button.
3. From the **Original Size** screen, select **Manual Size Input**.


Original Size
Cancel
Save
Auto Detect
Manual Size Input
Mixed Sized Originals

- Align top left corners of the originals and load in the Document Feeder. Adjust Document Guides.

- Load 5.5 x 8.5" and A5 originals in portrait orientation.

4. Select the applicable size.
5. If you select **Custom Size** from the list, specify the **X** and **Y** values by using the **left**/**right** and **up**/**down** buttons.


Original Size
Cancel
Save
Auto Detect
Manual Size Input
Mixed Sized Originals
Standard Sizes
Custom Size
A3
A4
A4
A5
A6
B4
B5
B5
B6
Custom Size
Y
X

Length Y 15↔297: 297 mm

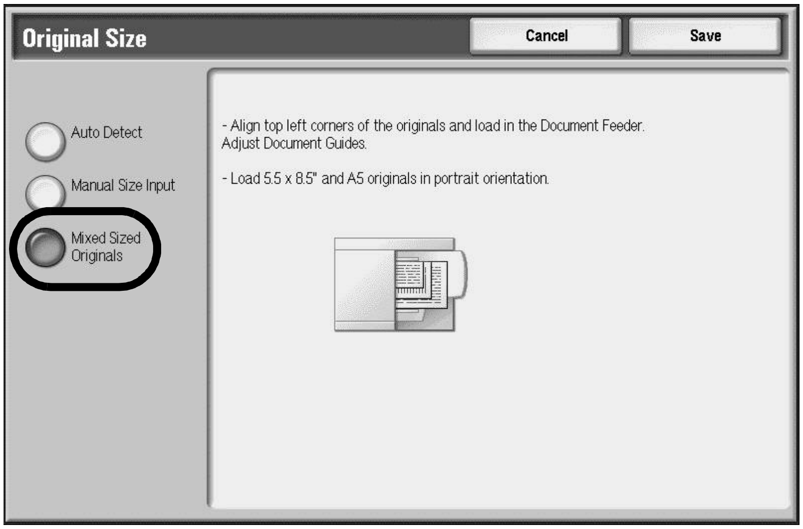
Width X 15↔432: 420 mm

6. Select **Save** to save the changes.

Mixed Size Originals

You can simultaneously scan different sized documents. Output can also be made to media that is the same size as the originals or so that output is made on the same size of media no matter the size of the original.

1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select the **Original Size...** button.
3. From the **Original Size** screen, select **Mixed Size Originals**.


Original Size
Cancel
Save
○ Auto Detect
○ Manual Size Input
● Mixed Sized Originals

- Align top left corners of the originals and load in the Document Feeder. Adjust Document Guides.

- Load 5.5 x 8.5" and A5 originals in portrait orientation.

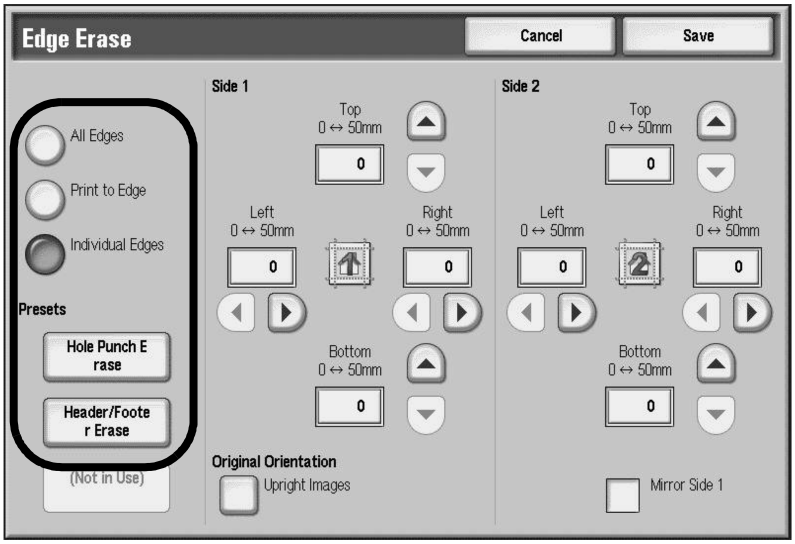
4. Select **Save** to save the changes.

KEY POINT: Always load A5 documents in Long Edge Feed orientation.

Edge Erase

When you make copies with the document-feeder in the open position or from a book, black shadows sometimes appear along the edges and center margin of the paper. If this happens, you can make copies with the shadows erased.

1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select **Edge Erase...**
3. Select the applicable **Edge Erase** option.


Edge Erase
Cancel
Save
All Edges
Print to Edge
Individual Edges
Presets
Hole Punch Erase
Header/Footer Erase
(Not in Use)
Side 1
Top
0 ↔ 50mm
0
Left
0 ↔ 50mm
0
Right
0 ↔ 50mm
0
Bottom
0 ↔ 50mm
0
Side 2
Top
0 ↔ 50mm
0
Left
0 ↔ 50mm
0
Right
0 ↔ 50mm
0
Bottom
0 ↔ 50mm
0
Original Orientation
Upright Images
Mirror Side 1

4. When selecting the **Individual Edges** button or a preset button, use the control buttons to set the Side 1 and Side 2 erase values.
5. Select **Original Orientation...** and set and save the orientation.
6. Select **Save** to save the changes.

NOTE 1: *When making 2 sided copies, the same border erase amount is set for both sides 1 and 2.*

NOTE 2: *If you set Reduce/Enlarge, the edge erase dimensions are reduced/enlarged in proportion to the ratio you configured.*

Image Shift

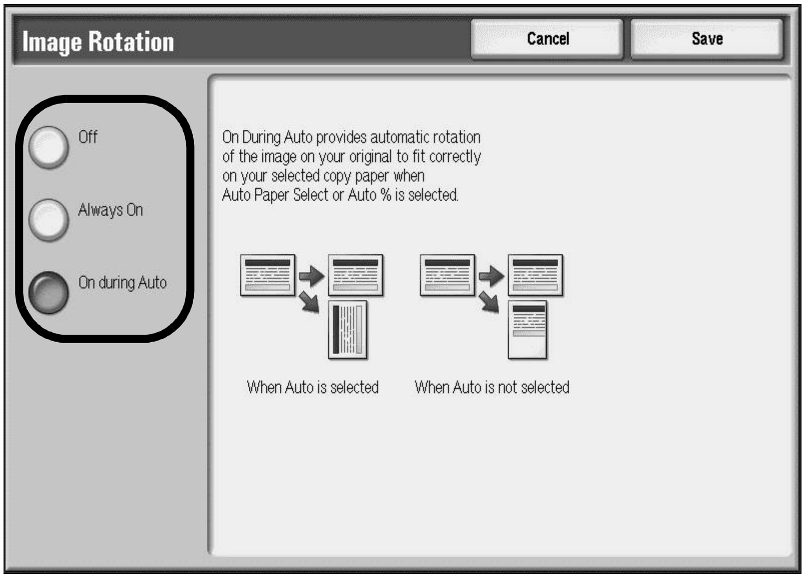
KEY POINT: This section, related screen and functions are identical to the information previously presented in the **Copy** tab **Image Shift** section (See “Image Shift” on page 2-19) for this information.

Image Rotation

If the orientation of the paper currently loaded in the tray differs from that of the document that is loaded, the machine automatically rotates the document image to make copies with the document and paper orientations matched.

You can also select which edge of the original document to use as a reference for image rotation if documents are of mixed orientations.

1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select **Image Rotation...**
3. Select the applicable image rotation.



○ Off
○ Always On
● On during Auto

On During Auto provides automatic rotation of the image on your original to fit correctly on your selected copy paper when Auto Paper Select or Auto % is selected.

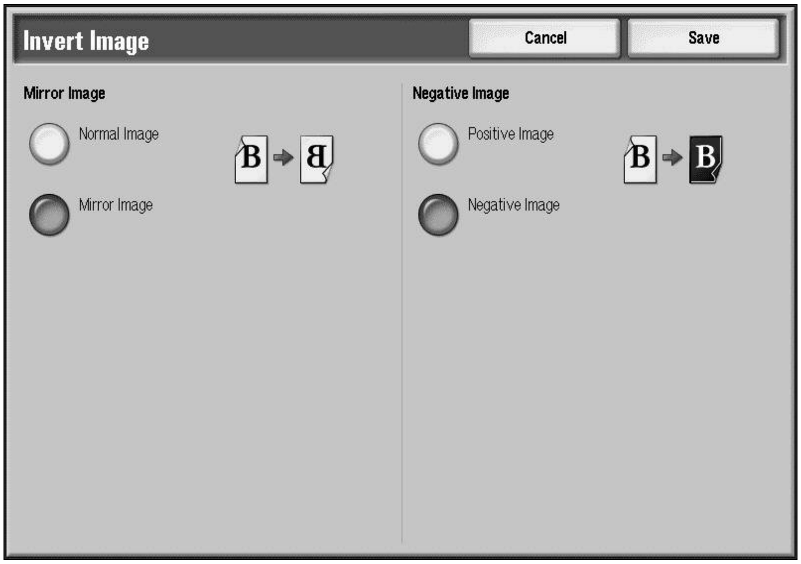
4. Select **Save** to save the changes.

NOTE: *The image rotation feature can only be used to make copies to paper of A4 and 8.5 × 11 inches or smaller.*

Invert Image (Mirror Image/Negative Image)

Copies can be made with a negative image of the original, or with the left and right-side images of the document reversed.

1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select **Invert Image...**
3. Select the **Mirror Image** and/or **Negative Image** option.



Mirror Image

○ Normal Image

● Mirror Image

Negative Image

○ Positive Image

● Negative Image

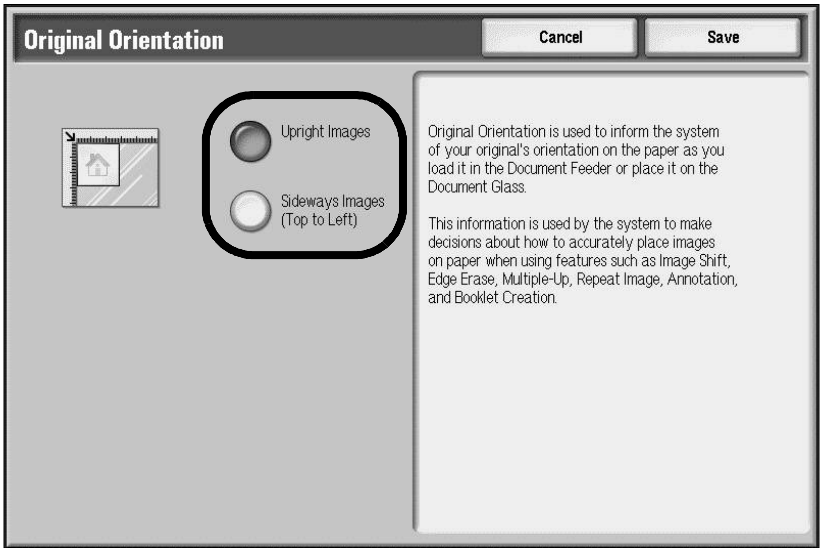
4. Select **Save** to save the changes.

***NOTE:** When **Negative Image** and **Edge Erase** are set simultaneously, the edge erase area turns to white.*

Original Orientation

The document orientation needs to be set to indicate the top of the document.

1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select **Original Orientation...**
3. Select the orientation in accordance with the document that is loaded.



● Upright Images

○ Sideways Images (Top to Left)

Original Orientation is used to inform the system of your original's orientation on the paper as you load it in the Document Feeder or place it on the Document Glass.

This information is used by the system to make decisions about how to accurately place images on paper when using features such as Image Shift, Edge Erase, Multiple-Up, Repeat Image, Annotation, and Booklet Creation.

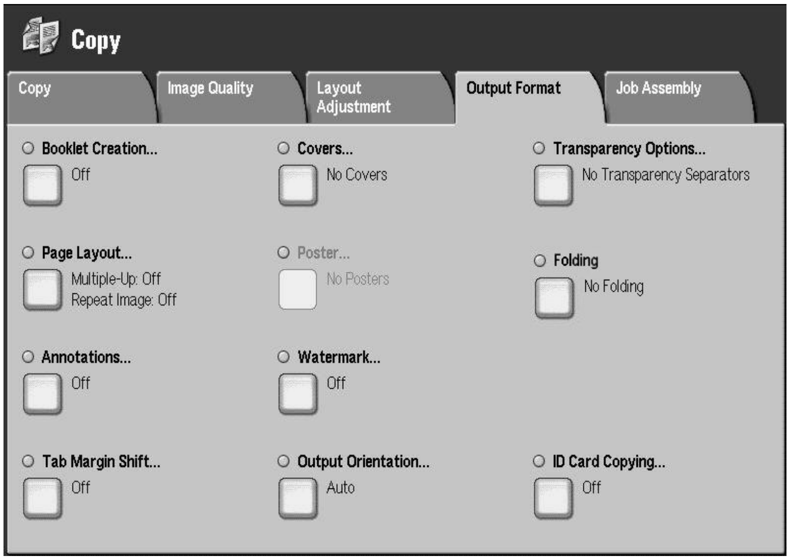
4. Select **Save** to save the changes.

NOTE: *If the* **Original Orientation** *differs from the actual document orientation, the machine may mistakenly detect the wrong side as the head of the document.*

Output Format tab

On the **Output Format** screen, you can configure the document output features.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.



Booklet Creation... Off

Covers... No Covers

Transparency Options... No Transparency Separators

Page Layout... Multiple-Up: Off
Repeat Image: Off

Poster... No Posters

Folding No Folding

Annotations... Off

Watermark... Off

Tab Margin Shift... Off

Output Orientation... Auto

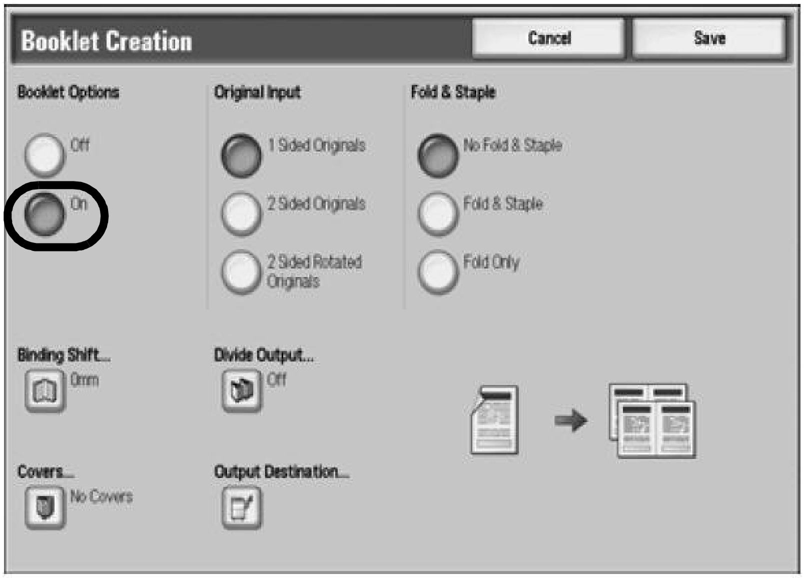
ID Card Copying... Off

3. Select an applicable feature on the **Output Format** tab screen.
   - **Booklet Creation** (See “Booklet Creation” on page 2-35)
   - **Covers** (See “Booklet Creation - Covers” on page 2-37)
   - **Transparency Options** (See Transparency Options)
   - **Page Layout** (See Page Layout (Multiple-Up/Repeat Image))
   - **Poster** (See “Poster” on page 2-43)
   - **Folding** (See “Folding (optional)” on page 2-44)
   - **Annotations** (See “Annotations” on page 2-47)
   - **Watermark** (See “Watermark” on page 2-52)
   - **Top Margin Shift** (See “Tab Margin Shift” on page 2-54)
   - **Output Orientation** (See “Output Orientation” on page 2-55)
   - **ID Card copying** (See “ID Card Copying” on page 2-56)

Booklet Creation

The machine can copy pages so, when multiple-page sheets are overlaid and folded along the center (gutter), a booklet is created in page order. You can also set the gutter dimension and attach a cover or, when the booklet finisher is installed, the booklet can be folded and/or folded and stapled as specified.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Booklet Creation...**
4. Select **On**.


Booklet Creation
Cancel
Save
Booklet Options
○ Off
● On
Original Input
● 1 Sided Originals
○ 2 Sided Originals
○ 2 Sided Rotated Originals
Fold & Staple
● No Fold & Staple
○ Fold & Staple
○ Fold Only
Binding Shift...
0mm
Divide Output...
Off
Covers...
No Covers
Output Destination...

5. Select the applicable **Output Original** feature.
6. If the machine is equipped with the booklet finisher option, select the applicable **Fold & Staple** feature(s).
7. Select the applicable booklet creation features:
   - **Binding Shift...** (See “Booklet Creation - Binding Shift” on page 2-36)
   - **Divide Output...** (See “Booklet Creation - Divide Output” on page 2-36)
   - **Covers...** (See “Booklet Creation - Covers” on page 2-37)
8. Select **Save** to keep your choices.

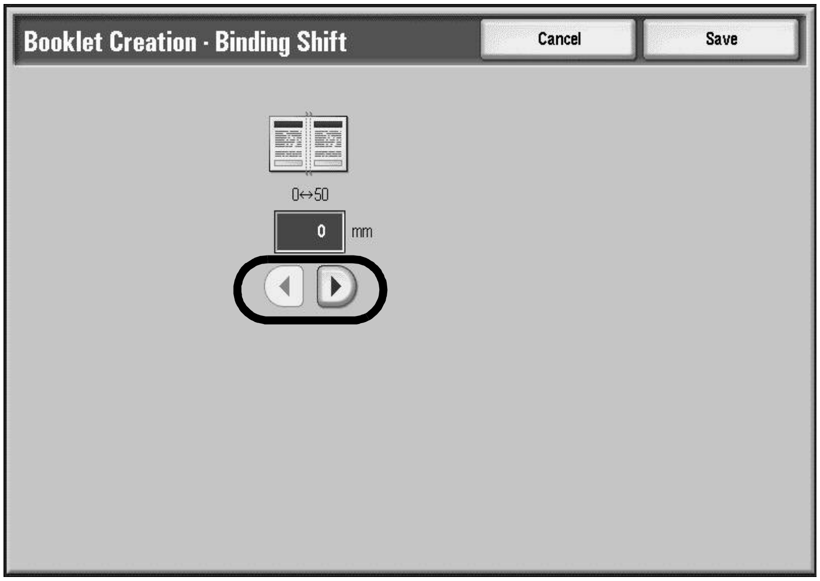
KEY POINT: Confirm that the orientation of the document and the **Original Orientation** setting of the **Scan Options** screen are the same.

NOTE: *If the number of pages in the booklet is not a multiple of four, the remaining pages are output as blank pages.*

Booklet Creation - Binding Shift

You can set the booklet binding-shift value within the range from 0 to 1.9 inches (0 to 50 mm) in 0.1 inch or 1 mm increments.

1. From the **Booklet Creation** screen, select **Binding Shift...**
2. Use the **left** and **right** buttons to specify a binding shift value.

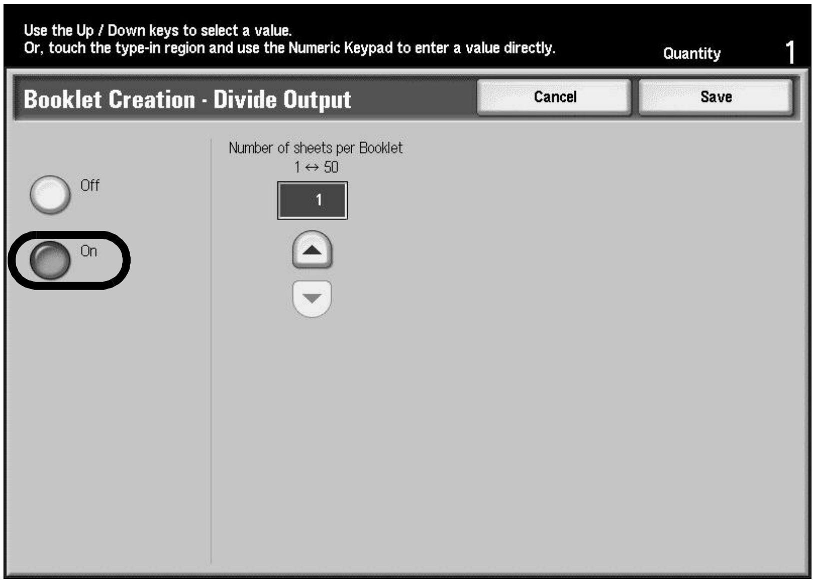

Booklet Creation - Binding Shift
Cancel
Save
0↔50
0
mm

3. Select **Save** to keep your changes.

Booklet Creation - Divide Output

You can specify the number of pages to include in each booklet copy-set.

1. From the **Booklet Creation** screen, select **Divide Output...**
2. Select **On**.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

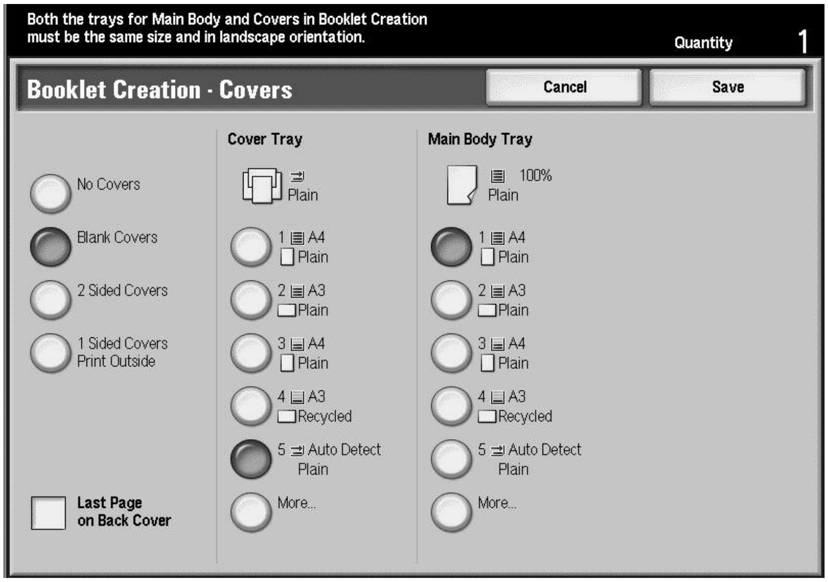
Quantity
1
Booklet Creation - Divide Output
Cancel
Save
Off
On
Number of sheets per Booklet
1 ↔ 50
1

3. Use the **up** and **down** buttons to specify the number of pages to include.
4. Select **Save** to keep your changes.

Booklet Creation - Covers

You can make booklet copies with the covers attached. The front and rear cover can be output before the first page and after the last page of the document and on a different type of paper.

1. From the **Booklet Creation** screen, select **Covers...** The screen is displayed (default **No Covers**).
2. Select the applicable cover options.



Both the trays for Main Body and Covers in Booklet Creation must be the same size and in landscape orientation.

Quantity 1

Booklet Creation - Covers

- ○ No Covers
- ● Blank Covers
- ○ 2 Sided Covers
- ○ 1 Sided Covers Print Outside
- ☐ Last Page on Back Cover

Cover Tray: Plain

- ○ 1 A4 Plain
- ○ 2 A3 Plain
- ○ 3 A4 Plain
- ○ 4 A3 Recycled
- ● 5 Auto Detect Plain
- ○ More...

Main Body Tray: 100% Plain

- ● 1 A4 Plain
- ○ 2 A3 Plain
- ○ 3 A4 Plain
- ○ 4 A3 Recycled
- ○ 5 Auto Detect Plain
- ○ More...

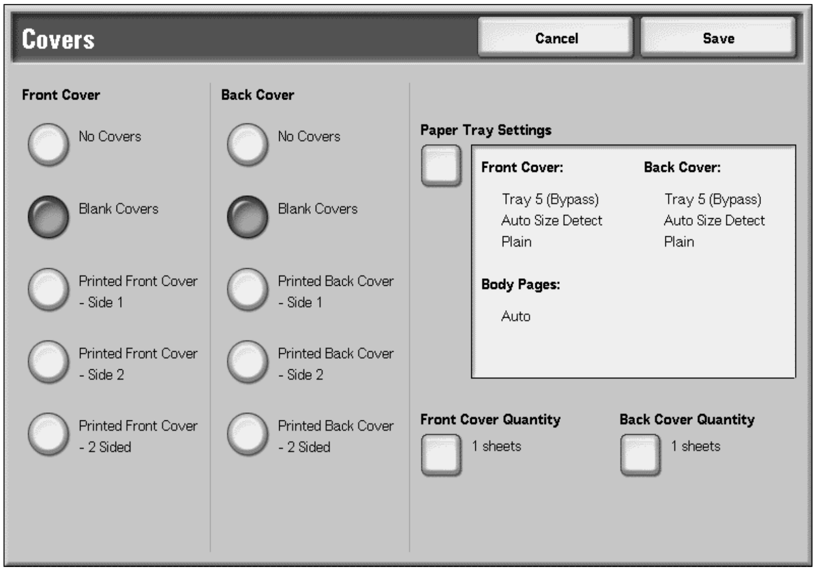
3. Select the applicable cover tray.
4. Select the applicable main body tray.
5. Set the **Front Cover Quantity** and **Rear Cover Quantity** using the **up** and **down** buttons.
6. If needed, select the **Last Page on Back Cover** checkbox.
7. Select **Save** to keep your changes.

Covers

You can make copies with a cover attached.

The front and back cover can be output before the first page of the document on a different type of paper (for example, colored paper or heavyweight paper).

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab and then select **Covers**.



Front Cover

○ No Covers
● Blank Covers
○ Printed Front Cover - Side 1
○ Printed Front Cover - Side 2
○ Printed Front Cover - 2 Sided

Back Cover

○ No Covers
● Blank Covers
○ Printed Back Cover - Side 1
○ Printed Back Cover - Side 2
○ Printed Back Cover - 2 Sided

Paper Tray Settings

Front Cover:	Back Cover:
Tray 5 (Bypass) Auto Size Detect Plain	Tray 5 (Bypass) Auto Size Detect Plain

Body Pages:

Auto

Front Cover Quantity 1 sheets

Back Cover Quantity 1 sheets

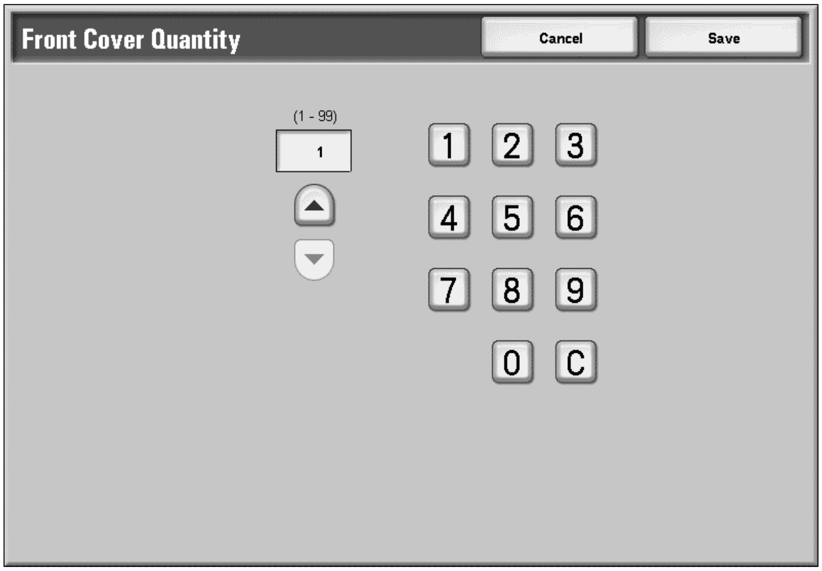
3. Select the **Front Cover** configuration.
4. Select the **Back Cover** configuration.
5. Select the **Paper Tray Settings**.
6. Set front and rear cover quantities (per the paragraph following).
7. Select **Save** to keep your changes.

Covers - Front/Back Cover Quantity

You can specify the number of cover sheets used for the front cover. Prints the front cover equally as the body text, even if multiple number of copies are made.

***NOTE:** These instructions also work for **Covers - Back Cover Quantity**.*

1. Use the **up**/**down** buttons or the numeric keypad to specify the number of cover sheets that are loaded.



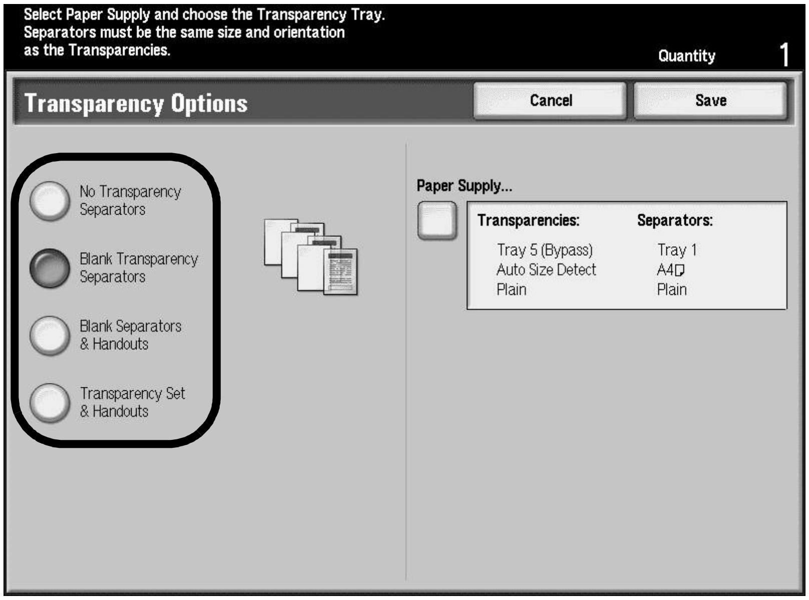
Transparency Options

A blank sheet can be inserted as a separator between copied transparencies.

CAUTION: Xerox recommends OHP transparency film for transparent copies. Use of non-recommended films could cause machine failure or paper jams.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Transparency Options...**

4. Select the applicable transparency option.



Select Paper Supply and choose the Transparency Tray.
Separators must be the same size and orientation
as the Transparencies.

Quantity 1

Transparency Options

○ No Transparency Separators

● Blank Transparency Separators

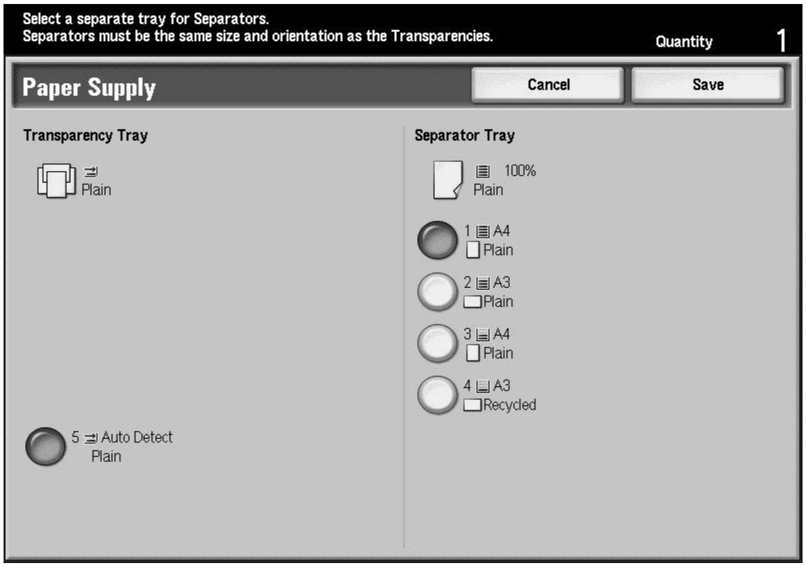
○ Blank Separators & Handouts

○ Transparency Set & Handouts

Paper Supply...

Transparencies:	Separators:
Tray 5 (Bypass)	Tray 1
Auto Size Detect	A4
Plain	Plain

5. Select **Paper Supply Settings** and set the paper tray features.



Select a separate tray for Separators.
Separators must be the same size and orientation as the Transparencies.

Quantity 1

Paper Supply

Transparency Tray

Plain

● 5 Auto Detect
Plain

Separator Tray

100%
Plain

● 1 A4
Plain

○ 2 A3
Plain

○ 3 A4
Plain

○ 4 A3
Recycled

6. Save the paper-tray features.

7. On the **Transparency Options** screen, select **Save** to keep your changes.

NOTE: *The* ***Paper Tray Settings*** *screen is not displayed when* ***No Separators*** *is selected.*

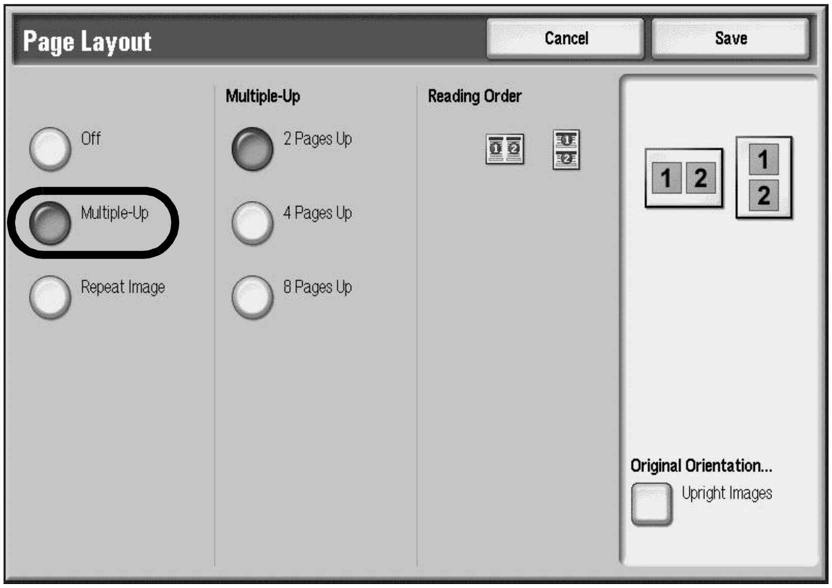
NOTE: *When loading transparencies in Tray 5 (Bypass Tray), make sure that the separator paper is loaded in the same orientation as the transparencies.*

Page Layout (Multiple-Up/Repeat Image)

Multiple-up

Two, four, or eight sheets of original documents can be copied together onto a single sheet of paper.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Page Layout...**
4. Select **Multiple-Up**.


Page Layout
Cancel
Save
○ Off
● Multiple-Up
○ Repeat Image
Multiple-Up
● 2 Pages Up
○ 4 Pages Up
○ 8 Pages Up
Reading Order
1 2
1
2
Original Orientation...
Upright Images

5. Select the applicable multiple-up option.
6. When **4 Pages Up** or **8 Pages Up** is selected, specify the applicable reading order in the **Reading Order** section.
7. Select **Original Orientation...**
8. Set and save the original orientation features.
9. Select **Save** to keep your multiple-up changes.

KEY POINT: When you select **Multiple Up**, the **Auto%** or **Reduce/Enlarge** feature is selected automatically. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

NOTE: *Image loss may occur depending on the image size of the document.*

NOTE: *When **Border Erase** is set, border erase is executed for each document copied to the whole document.*

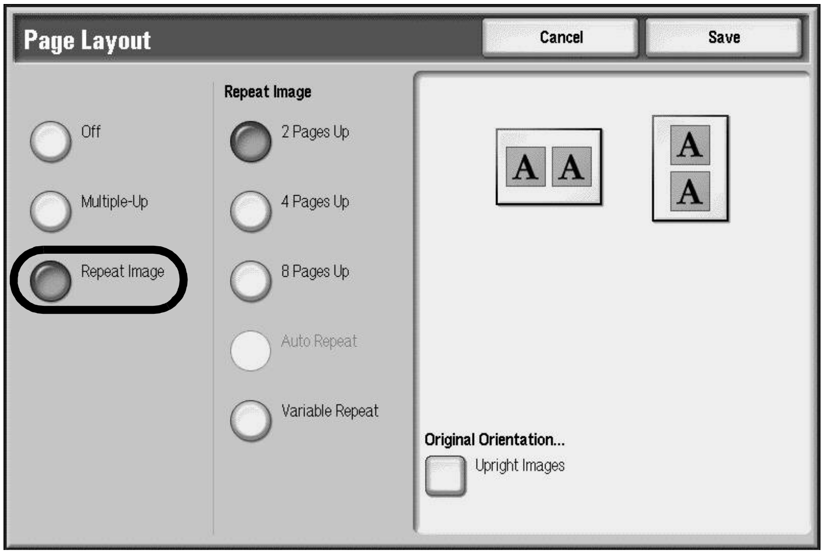
NOTE: *When **Image Shift** is set, shift is executed on the whole document. For this reason, image loss may occur depending on the document image size of the document.*

NOTE: *You need to select any feature other than **Auto Paper Select** for the paper tray in **Paper Supply** area of the **Copy** tab screen.*

Repeat Image

A document image can be copied on one sheet of paper repeatedly for a specified number of times.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Page Layout...**
4. Select **Repeat Image**.


Page Layout
Cancel
Save
Off
Multiple-Up
Repeat Image
Repeat Image
2 Pages Up
4 Pages Up
8 Pages Up
Auto Repeat
Variable Repeat
A A
A
A
Original Orientation...
Upright Images

5. Select the applicable **Repeat Image** option.
6. If **Variable Repeat** is required, select the correct image layout button and then set the number of columns and rows using the related buttons.
7. Select **Original Orientation...**
8. Set and save the original orientation features.
9. Select **Save** to keep your repeat-image changes.

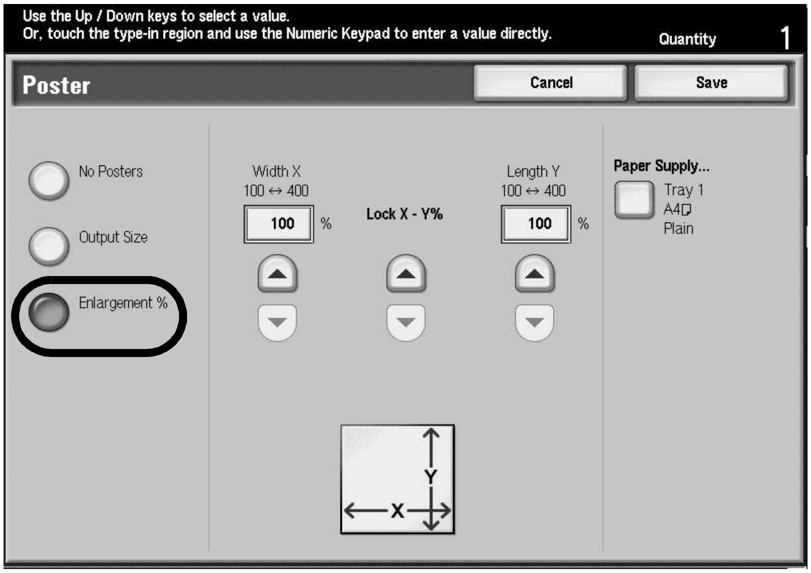
KEY POINT: When the copy ratio is set to **Auto**, the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

NOTE: *When making repeat copies at the same size as the document image, you can specify a number of repeats that will fit on the paper.*

Poster

This feature allows you to create a large poster by pasting the copies spread over multiple sheets together. Copied sheets are provided with a paste margin so that they can be pasted together. This paste margin is fixed to 0.4 inches (10 mm).

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Poster...**
4. Select **Output Size** to specify a preset option.
5. To set custom sizes, select **Enlargement%** and use the **up** and **down** buttons to define the values.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Quantity 1

Width X 100 ↔ 400: 100 %

Length Y 100 ↔ 400: 100 %

Paper Supply...: Tray 1, A4, Plain

6. Select **Paper Supply** and set the applicable paper supply tray options.
7. Save the paper-supply options.
8. Select **Save** to keep your changes

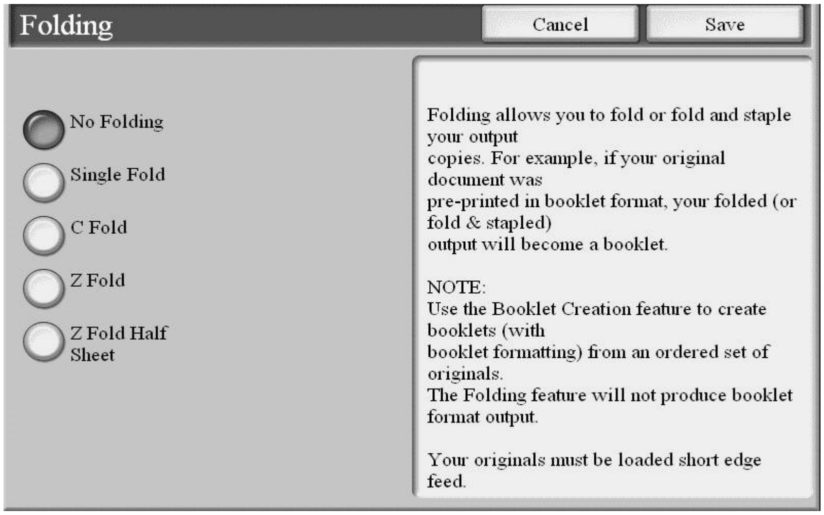
KEY POINT: Confirm that the orientation of the document and the **Original Orientation** setting of the **Scan Options** screen are the same.

NOTE: *This feature is disabled when **Collate** is selected from the **Holepunch & More** screen (**Copy** tab, **Copy Output** button).*

Folding (optional)

If the machine is equipped with a folding option, you can make copies to be folded in half (single fold) or in thirds (C fold or Z fold types). Each type fold is discussed in detail in this section.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Folding...**



Folding allows you to fold or fold and staple your output
copies. For example, if your original document was
pre-printed in booklet format, your folded (or fold & stapled)
output will become a booklet.

NOTE:
Use the Booklet Creation feature to create booklets (with
booklet formatting) from an ordered set of originals.
The Folding feature will not produce booklet format output.

Your originals must be loaded short edge feed.

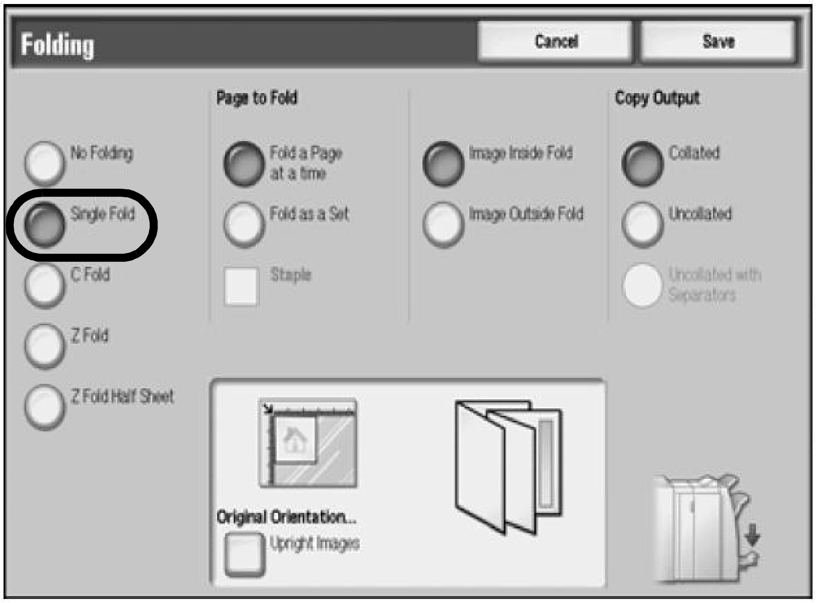
4. Select the applicable folding features:
   - **Single Fold (See “Single Fold” on page 2-45)**
   - **C Fold or Z Fold (See “C Fold or Z Fold” on page 2-45)**
   - **Z Fold Half Sheet (See “Z Fold Half Sheet” on page 2-46)**
5. Select **Save** to keep your choices.

NOTE: *The orientation of documents is limited to short-edge feed; therefore, you must select a paper tray set with short-edge feed stock.*

Single Fold

If the machine is equipped with a folding option, you can set the machine to fold the output copies in half, in a bi-fold configuration.

1. From the **Output Format** tab, select **Folding...**
2. Select **Single Fold**.


Folding
Cancel
Save
Page to Fold
Copy Output
No Folding
Single Fold
C Fold
Z Fold
Z Fold Half Sheet
Fold a Page at a time
Fold as a Set
Staple
Image Inside Fold
Image Outside Fold
Collated
Uncollated
Uncollated with Separators
Original Orientation...
Upright Images

3. Select **Page to Fold** option.
4. If **Fold as a Set** is specified, you can elect to staple the set by selecting the **Staple** check box. You can also specify the Cover tray by selecting the **Cover** button.
5. Set the cover options (image inside or outside fold).
6. Select the applicable **Copy Output** button.
7. Select **Original Orientation** and set and save the orientation.
8. Select **Save** to keep your choices.

NOTE: *The **Fold as a Set** feature is disabled whenever an annotation is specified (See “Annotations” on page 2-47).*

C Fold or Z Fold

If the machine is equipped with a folding option, you can set the machine to fold the output copies in thirds, in a C or Z shaped tri-fold configuration.

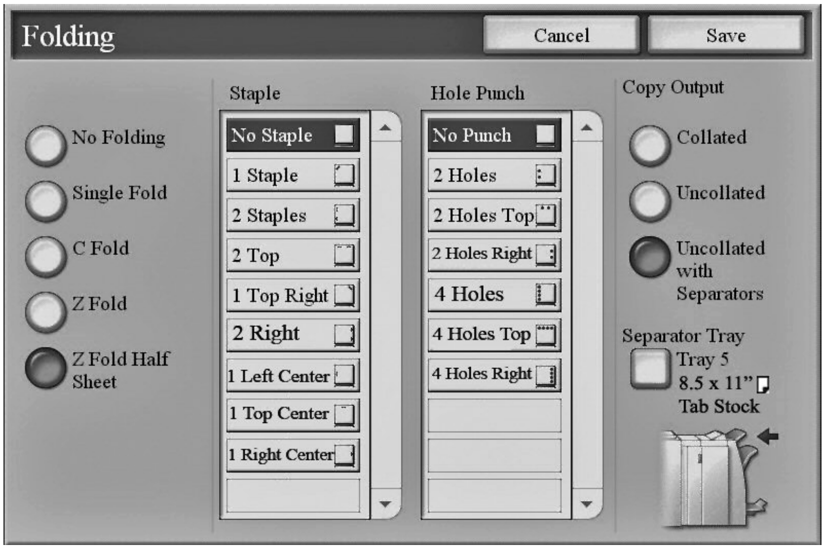
1. From the **Output Format** tab, select **Folding...**
2. Select **C Fold** or **Z Fold**, as applicable.
3. Select the specific fold-type options.
4. Select the applicable **Copy Output** button.

5. Select **Original Orientation** and set and save the orientation.
6. Select **Save** to keep your choices.

Z Fold Half Sheet

If the machine is equipped with a folding option, you can set the machine to fold larger output-copies in thirds, in a Z shaped tri-fold configuration.

1. From the **Output Format** tab, select **Folding...**
2. Select **Z Fold Half Sheet**.


Folding
Cancel
Save
No Folding
Single Fold
C Fold
Z Fold
Z Fold Half Sheet
Staple
No Staple
1 Staple
2 Staples
2 Top
1 Top Right
2 Right
1 Left Center
1 Top Center
1 Right Center
Hole Punch
No Punch
2 Holes
2 Holes Top
2 Holes Right
4 Holes
4 Holes Top
4 Holes Right
Copy Output
Collated
Uncollated
Uncollated with Separators
Separator Tray
Tray 5
8.5 x 11"
Tab Stock

3. Select the applicable **Copy Output** button.

***NOTE:** The **Stapling & Hole Punch** features are only available when the **Collate** option is specified.*

4. If **Collate** is specified, select the staple and/or hole punching settings as necessary.
5. If **Uncollated with Separators** is selected, select the **Separator Tray** button and set the separator tray attributes.

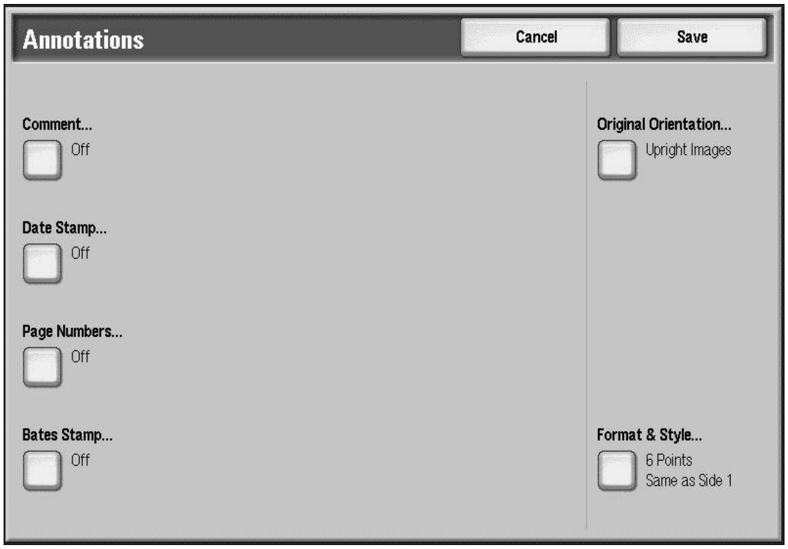
***NOTE:** In some workflow environments, the term "**Padding**" is used to refer to Uncollated sets with Separators.*

6. Select **Save** to keep your choices.

Annotations

You can add an annotation-stamp, date, page number, and Bates Stamp to the final copies that are not included on the original document.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab and then select **Annotations...**



Comment... Off

Date Stamp... Off

Page Numbers... Off

Bates Stamp... Off

Original Orientation... Upright Images

Format & Style... 6 Points Same as Side 1

3. Select the applicable annotation features:
    - **Comment** (See "Annotations - Comment" on page 2-48)
    - **Date Stamp** (See "Annotations - Date Stamp" on page 2-49)
    - **Page Numbers** (See "Annotations - Page Number" on page 2-50)
    - **Bates Stamp** (See "Annotations - Bates Stamp" on page 2-51)
4. Select **Original Orientation** and set and save the orientation.
5. Select **Format & Style...** and set and save the features.
6. Select **Save** to keep your choices.

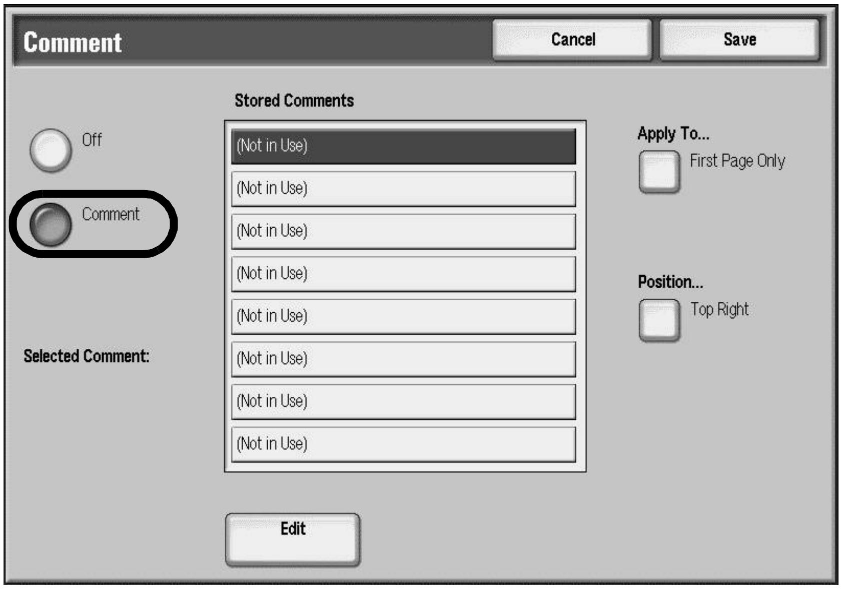
NOTE: *The annotation image and character size is not changed even if you change or set the enlarge/reduce setting.*

- ***If Multiple-Up is set, the annotation is added to the combined image.***
- ***If Repeat Image or Booklet Creation is set, the annotation is added to each individual image.***

Annotations - Comment

You can add comment stamps that are stored on the machine to the output copies. You can also create new or edit existing comments. These can also be stored to the machine’s memory.

1. On the **Annotations** screen, select **Comment...**
2. Select the **Comment** button.


Comment
Cancel
Save
Off
Comment
Selected Comment:
Stored Comments
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
Edit
Apply To...
First Page Only
Position...
Top Right

3. Select the applicable comment stamp from the displayed list.
4. To create new or edit an existing Bates Stamp, go to To Create or Edit a Comment, below.
5. Select the **Apply to...** button and set and save the options.
6. Select the **Position...** button and set and save the options.
7. From the **Comment** screen, select **Save**.

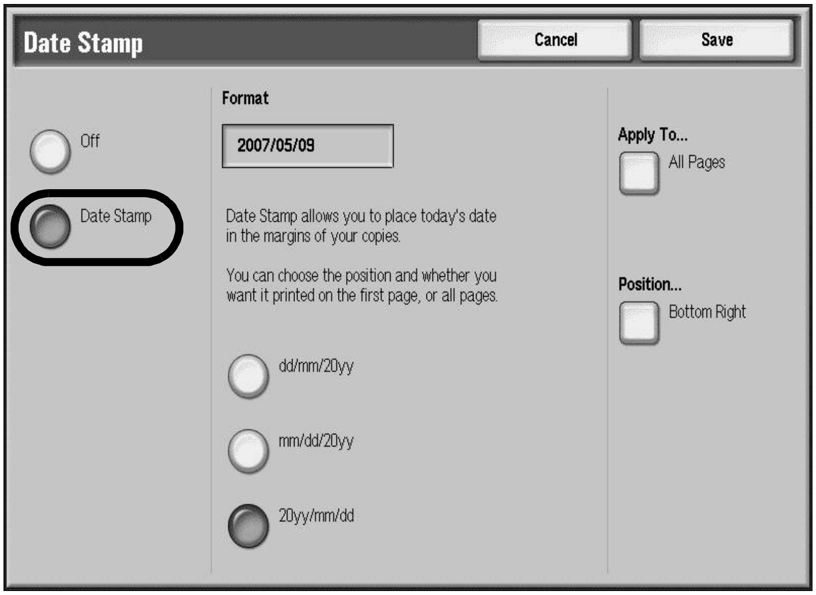
To Create or Edit a Comment

1. From the **Annotations - Comment** screen, select the existing (or blank) comment from the list.
2. Select **Edit**.
3. Use the keyboard screen to enter the new or edited comment.
4. Select **Save**. The view returns to the **Annotations - Comment** screen.
5. Go to **Step 5**, in the **Annotations - Comment** procedure above.

Annotations - Date Stamp

You can make copies with a date stamp added. The printed date is the date and time that the copy was made.

1. From the **Annotations** screen, select **Date Stamp...**
2. On the **Date Stamp** screen, select the **Date Stamp** button.


Date Stamp
Cancel
Save
Off
Date Stamp
Format
Apply To...
All Pages
Position...
Bottom Right
dd/mm/20yy
mm/dd/20yy
20yy/mm/dd

○ Off

● Date Stamp

Format: 2007/05/09

Date Stamp allows you to place today's date in the margins of your copies.

You can choose the position and whether you want it printed on the first page, or all pages.

○ dd/mm/20yy

○ mm/dd/20yy

● 20yy/mm/dd

Apply To...: All Pages

Position...: Bottom Right

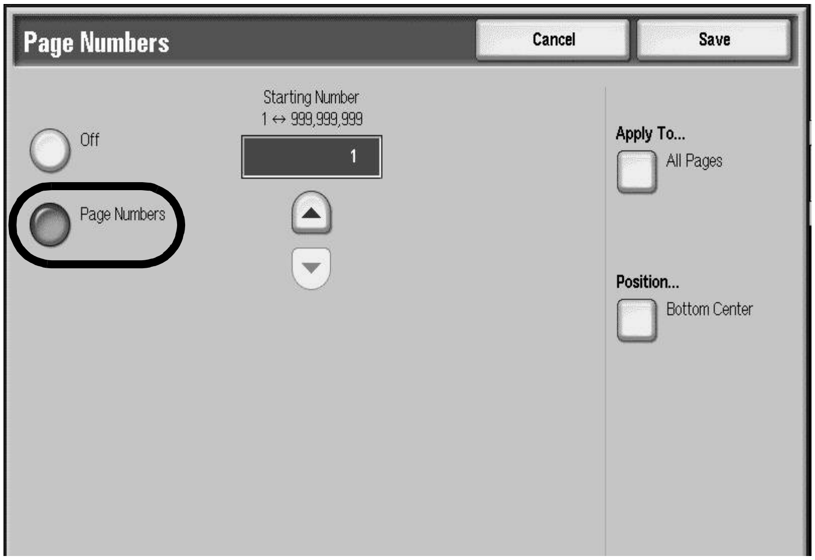
3. Select the applicable date-stamp format.
4. Select the **Apply to...** button and set and save the options.
5. Select the **Position...** button and set and save the options
6. From the **Date Stamp** screen, select **Save**.

For information about the date display format, refer to the System Administration Guide.

Annotations - Page Number

You can elect to add a page number to the output copies.

1. From the **Annotations** screen, select **Page Numbers...**
2. On the **Page Numbers** screen, select the **Page Numbers** button.


Page Numbers
Cancel
Save
Off
Page Numbers
Starting Number
1 ↔ 999,999,999
1
Apply To...
All Pages
Position...
Bottom Center

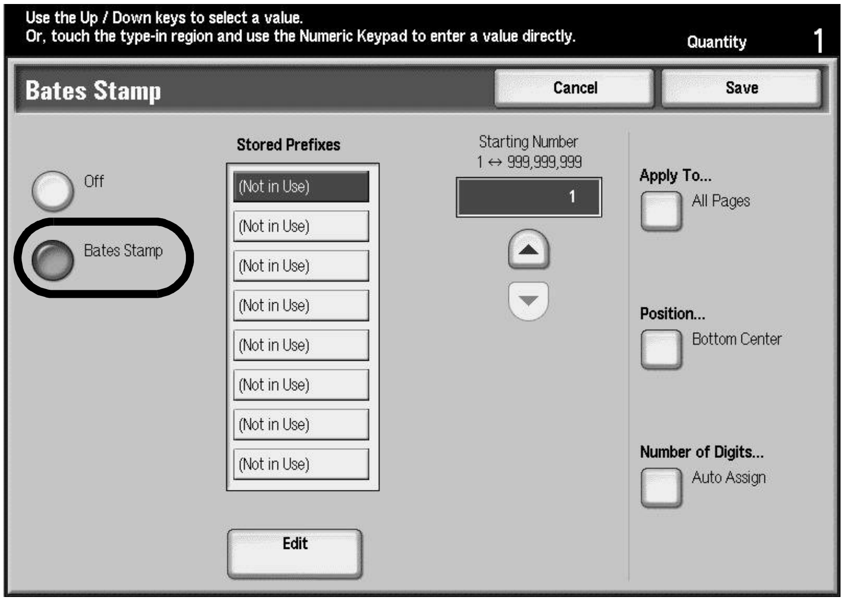
3. Use the **up** and **down** buttons to select the starting-page number.
4. Select the **Apply to...** button and set and save the options.
5. Select the **Position...** button and set and save the options.
6. From the **Page Number** screen, select **Save**.

Annotations - Bates Stamp

The **Bates Stamp** feature allows you to place an alphanumeric prefix, followed by a sequential page number in the margins of the copy output.

You can specify an existing Bates Stamp stored on the machine or you can create a new or edit an existing Bates Stamp.

1. From the **Annotations** screen, select **Bates Stamp...**
2. On the **Bates Stamp** screen, select the **Bates Stamp** button.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Quantity
1
Bates Stamp
Cancel
Save
Off
Bates Stamp
Stored Prefixes
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
(Not in Use)
Edit
Starting Number
1 ↔ 999,999,999
1
Apply To...
All Pages
Position...
Bottom Center
Number of Digits...
Auto Assign

3. Select the applicable **Bates Stamp** from the displayed list.
4. To create new or edit an existing Bates Stamp, go to To Create or Edit a Bates Stamp, below.
5. Specify the **Starting Number**, using the **up** or **down** button.
6. Select the **Apply to...** button and set and save the options.
7. Select the **Position...** button and set and save the options.
8. Select the **Number of Digits...** button and set and save the options.
9. From the **Bates Stamp** screen, select **Save**.

For information about the date display format, refer to the System Administration Guide.

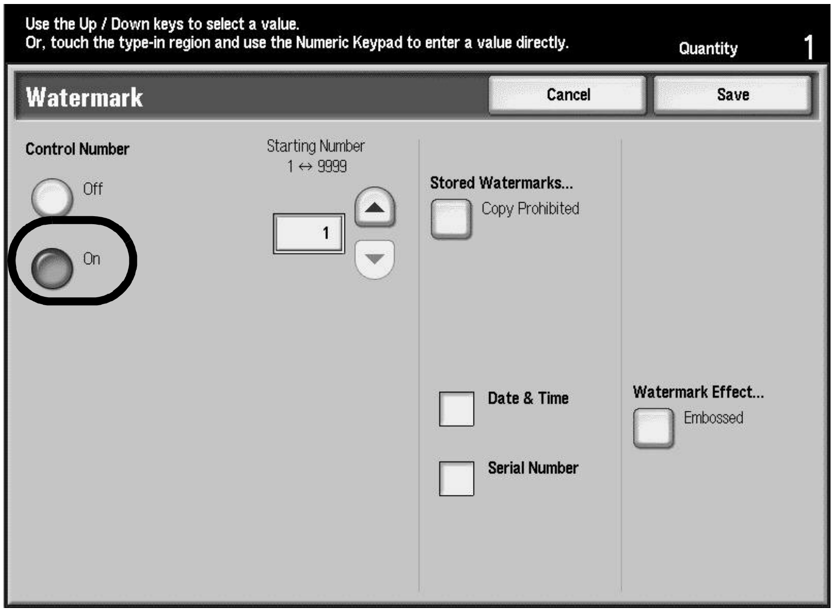
To Create or Edit a Bates Stamp

1. From the **Bates Stamp** screen, select an existing (or blank) Bates Stamp from the **Stored Prefixes** list.
2. Select **Edit**.
3. Use the keyboard screen to enter the new or edited Bates Stamp.
4. Select **Save**.
5. Go to **Step 5**, in the **Annotations**/**Bates Stamp** procedure above.

Watermark

You can elect to lightly print a sequential control-number, stored watermark, date and time, or serial number on the background of each copy set as a watermark.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab and then select **Watermark...**
3. If the watermark is a control number, select **On** in the **Control Number** area.



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

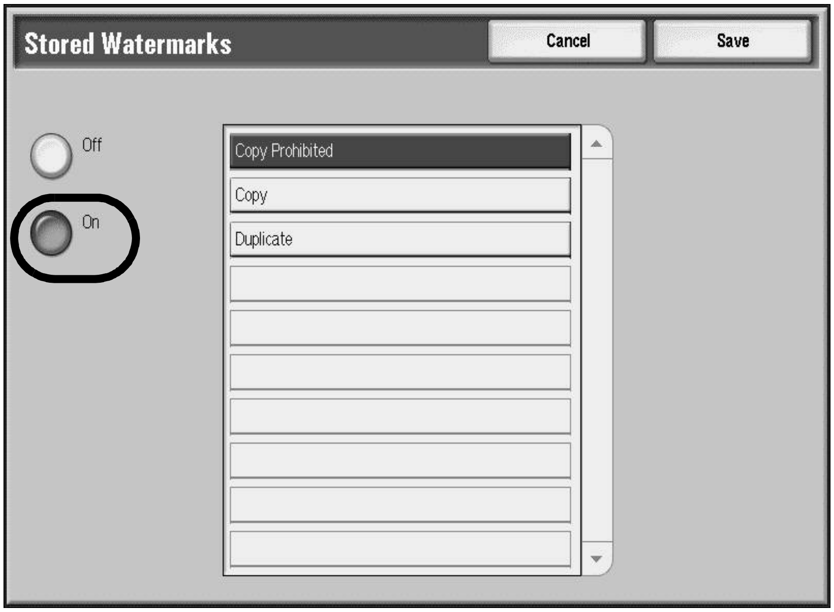
Quantity 1

Control Number: ○ Off ● On

Starting Number 1 ↔ 9999: 1

4. Use the **up** or **down** button to specify a starting number for the control-number watermark.
5. If the desired watermark is one that is stored in the machine's memory, select **Stored Watermarks**.

6. Select **On**.


Stored Watermarks
Cancel
Save
Off
On
Copy Prohibited
Copy
Duplicate

7. Select the applicable Watermark from the displayed list.
8. Select **Save**.
9. If applicable, from the **Watermark** screen, set and save the desired watermark-effect by using the **Watermark Effect...** button
10. If the date and time or serial number is to be included, select the appropriate check box.
11. Select **Save** to keep your choices.

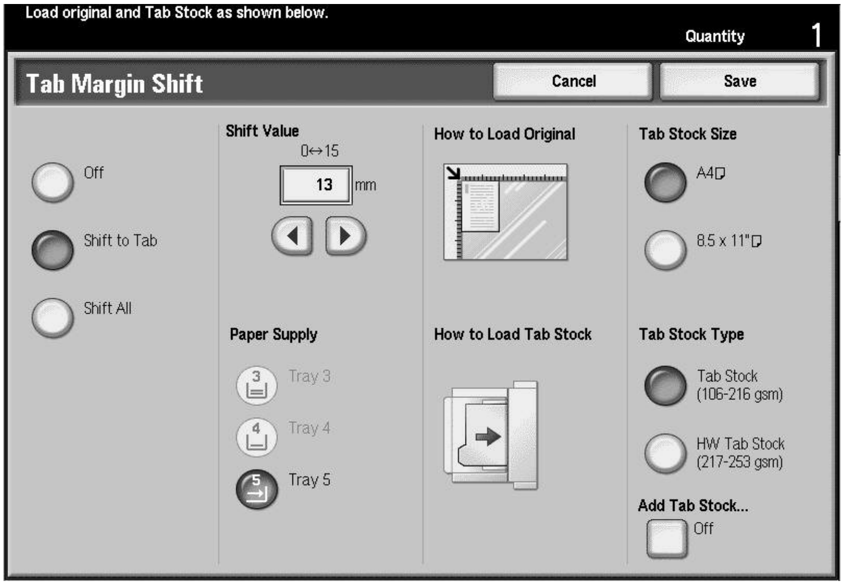
KEY POINT: The font size or density printed by multiple control can be configured in the system settings. For more information, refer to the System Administration Guide.

Tab Margin Shift

You can copy images to a tab location on tabbed paper by specifying the exact position of the tab, so that the image is copied onto the tab.

Sizes of tab paper that can be copied are A4, 8.5 to 11 inches.

1. On the **All Services** screen, select **Copy**.
2. From the **Output Format** tab, select **Tab Margin Shift...**



Load original and Tab Stock as shown below.

Quantity 1

Tab Margin Shift

○ Off
● Shift to Tab
○ Shift All

Shift Value 0↔15: 13 mm

Tab Stock Size
● A4
○ 8.5 x 11"

Paper Supply
○ Tray 3
○ Tray 4
● Tray 5

Tab Stock Type
● Tab Stock (106-216 gsm)
○ HW Tab Stock (217-253 gsm)

Add Tab Stock... Off

3. Select the applicable shift feature option:
   - **Shift to Tab** - The image is only copied to the tab part of the paper.
   - **Shift All** - The whole document image is copied to the tab paper.
4. Use the **left** or **right** button to specify the shift value.
5. Select the applicable tab stock size and type.
6. Select **Add Tab Stock** to set the tab stock quantity.
7. Select **Save** to keep your choices.

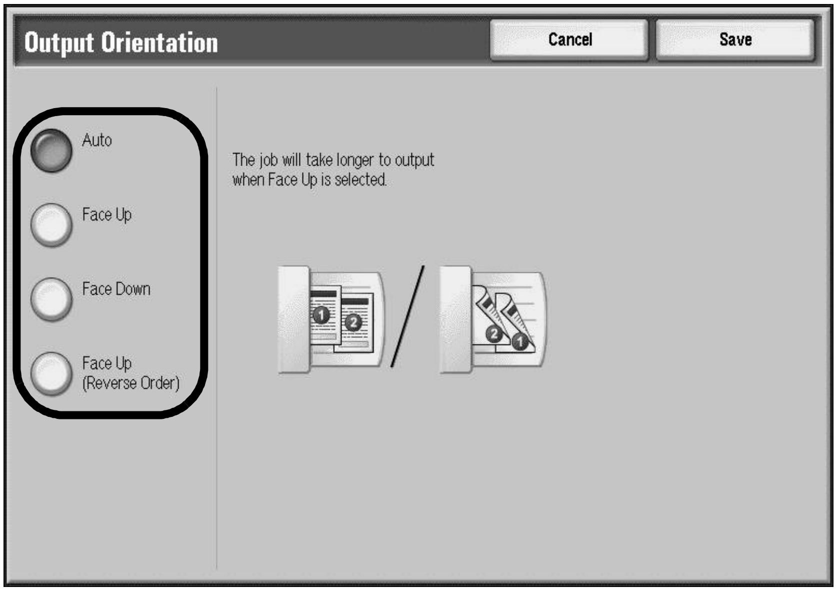
NOTE 1: *When loading tab paper in Tray 5 (Bypass), load the paper with the side to be copied facing up and with the edge opposite to the tab to be fed first.*

NOTE 2: *You can load the tab paper in tray 3 to 4 only when selecting* ***Tabbed Stock 1 105-216g/m^2****. When loading the tab paper in tray 3 or 4, load the paper with the side to be copied facing down and with the edge opposite to the tab aligning to the left side of the tray.*

Output Orientation

You can select whether copies should be output facing up or down.

1. On the **All Services** screen, select **Copy**.
2. From the **Output Format** tab, select **Output Orientation...**
3. Select the applicable **Output Orientation** feature.



● Auto
○ Face Up
○ Face Down
○ Face Up (Reverse Order)

The job will take longer to output when Face Up is selected.

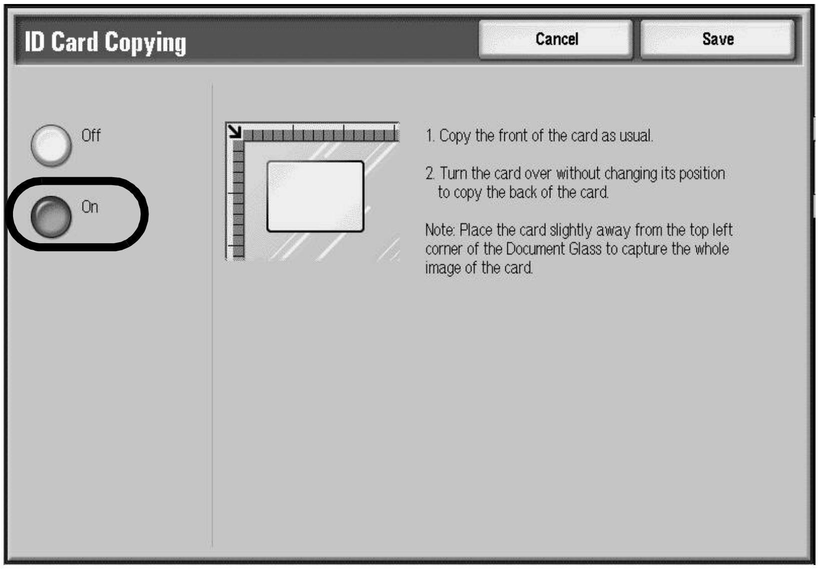
4. Select **Save** to keep your choice.

ID Card Copying

The **ID Card Copying** feature allows you to copy both sides of an ID card onto the same side of the paper.

The card should be placed slightly away from the top left corner of the Document Glass in order to capture the whole image of the card.

1. From the **Output Format** tab, select **ID Card Copying...**
2. From the **ID Card Copying** screen, select the **On** button.



1. Copy the front of the card as usual.

2. Turn the card over without changing its position to copy the back of the card.

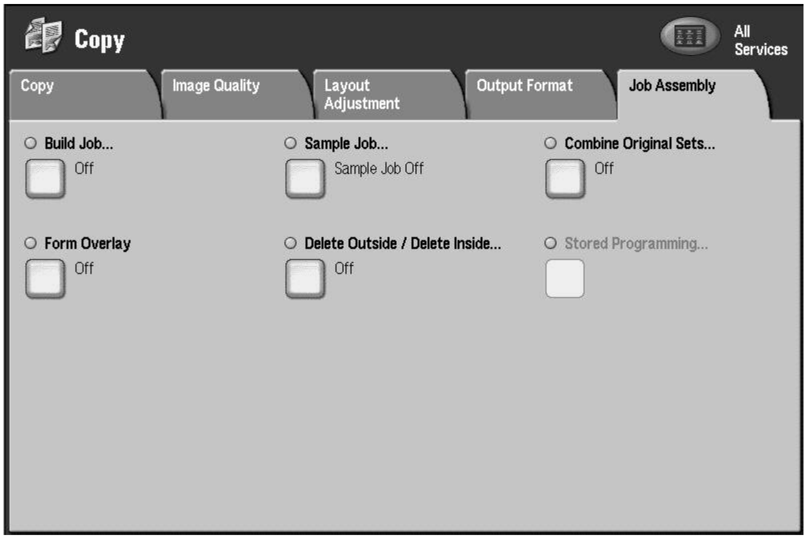
Note: Place the card slightly away from the top left corner of the Document Glass to capture the whole image of the card.

3. Select **Save** to keep your choices.

Job Assembly tab

From the **Job Assembly** tab screen, you can configure the various job features.

1. On the **All Services** screen, select **Copy**.
2. Select the **Job Assembly** tab.


Copy
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly

○ Build Job... Off

○ Sample Job... Sample Job Off

○ Combine Original Sets... Off

○ Form Overlay Off

○ Delete Outside / Delete Inside... Off

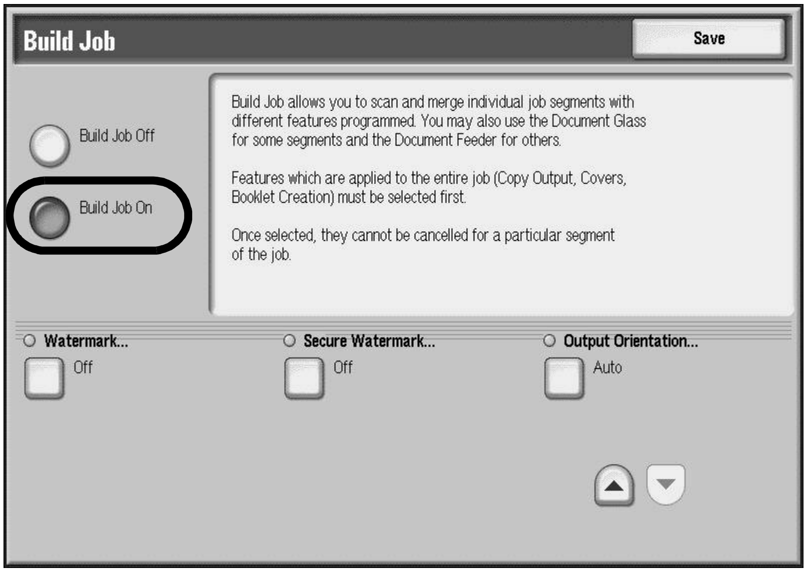
○ Stored Programming...

3. Select the applicable feature on the **Job Assembly** screen:
   - **Build Job** (See “Build Job” on page 2-58)
   - **Sample Job** (See “Sample Job” on page 2-60)
   - **Combine Original Sets** (See “Combine Original Sets” on page 2-60)
   - **Form Overlay** (See “Form Overlay” on page 2-61)
   - **Delete Outside/Delete Inside** (See “Delete Outside/Delete Inside” on page 2-62)
   - **Stored Programming** (See Chapter 7. Stored Programming)

Build Job

This feature allows you to change and save settings individually for each document page or stack. You can then make copies of documents with different settings as one job.

1. On the **All Services** screen, select **Copy**.
2. Select the **Job Assembly** tab.
3. Select **Build Job**.
4. Select **Build Job On**.



Build Job allows you to scan and merge individual job segments with different features programmed. You may also use the Document Glass for some segments and the Document Feeder for others.

Features which are applied to the entire job (Copy Output, Covers, Booklet Creation) must be selected first.

Once selected, they cannot be cancelled for a particular segment of the job.

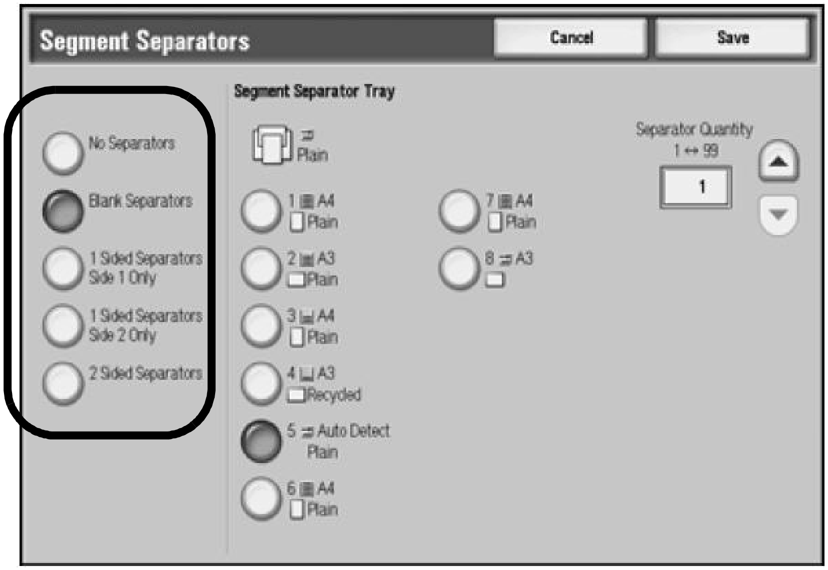
5. Select, set and save the applicable features from the features shown at the bottom of the **Build Job** screen.
   - Copy Output... (See “Copy Output” on page 2-18)
   - Booklet Creation... (See “Booklet Creation” on page 2-35)
   - Covers... (See “Covers” on page 2-38)
   - Annotations (See “Annotations” on page 2-47)
   - Segment Separators (See “Segment Separators” on page 2-59)
   - **Watermark...** (See “Watermark” on page 2-52)
   - **Output Orientation...** (See “Output Orientation” on page 2-55)
6. Select **Save** to keep your choices.
7. Press the **Start** button to start the job.

KEY POINT: You can display the previous features screen by selecting the **up** button, and you can display the next screen by selecting the **down** button.

Segment Separators

You can insert blank or printed sheets of paper to act as separators between document jobs.

1. From the **Job Assembly** tab, select **Build Job**.
2. From the **Build Job** screen select **Segment Separators...**

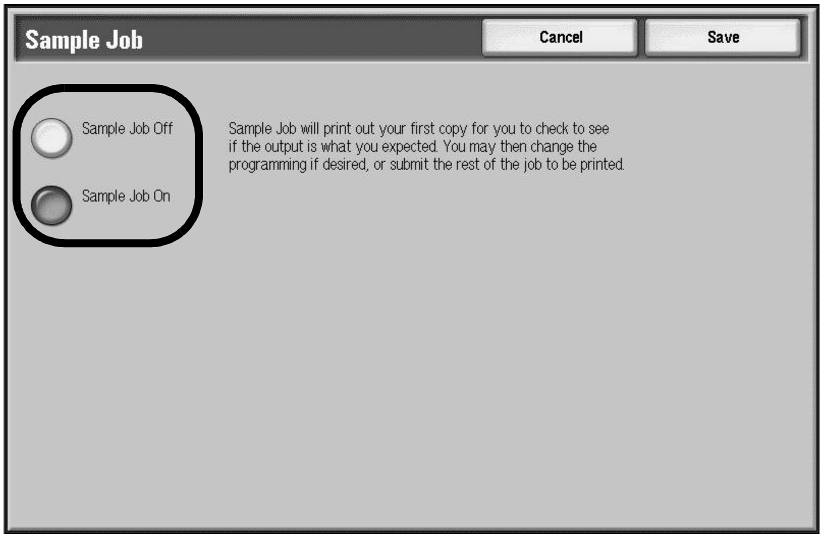

Segment Separators
Cancel
Save
○ No Separators
● Blank Separators
○ 1 Sided Separators Side 1 Only
○ 1 Sided Separators Side 2 Only
○ 2 Sided Separators
Segment Separator Tray
Plain
○ 1 A4 Plain
○ 2 A3 Plain
○ 3 A4 Plain
○ 4 A3 Recycled
● 5 Auto Detect Plain
○ 6 A4 Plain
○ 7 A4 Plain
○ 8 A3
Separator Quantity
1 ↔ 99
1

3. Select the applicable separator feature.
4. If **Blank Separators** is selected, use the **up**/**down** buttons to set the number of separators.
5. Select the applicable separator tray.
6. Select **Save** to save your choices.

Sample Job

When making multiple copies, you can continue making copies after making and examining a sample set. You can elect to continue or cancel the job after confirmation.

1. From the **Job Assembly** tab, select **Sample Job**.
2. Select **Sample Job On** or **Sample Job Off**.



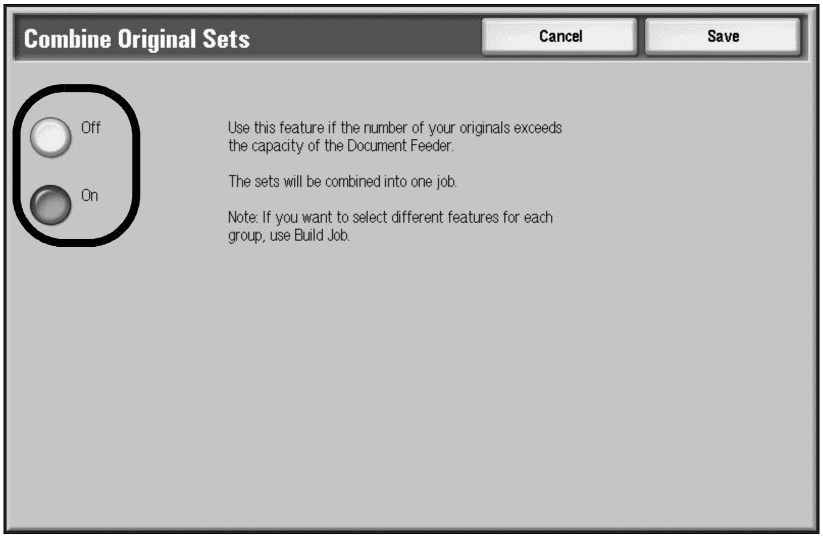
Sample Job will print out your first copy for you to check to see if the output is what you expected. You may then change the programming if desired, or submit the rest of the job to be printed.

3. Select **Save** to save your choice.

Combine Original Sets

This feature allows you to divide lengthy originals into smaller groups that can be loaded into the document feeder in smaller quantities.

1. From the **Job Assembly** tab, select **Combine Original Sets**.
2. Select **On**.



Use this feature if the number of your originals exceeds the capacity of the Document Feeder.

The sets will be combined into one job.

Note: If you want to select different features for each group, use Build Job.

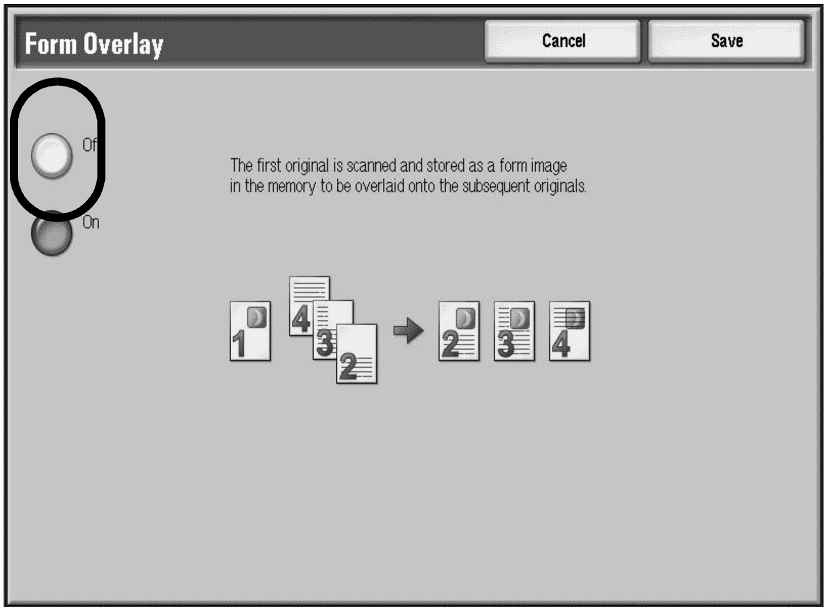
3. Select Save to save your choice.

NOTE: *This feature is available only when* ***Collated*** *is selected in the* ***Copy Output*** *screen.*

Form Overlay

You can make copies overlaying the first page of the document on the rest of the documents. For example, if the first page of the document only has a header and footer, the rest of the documents can be copied with the same header and footer.

1. From the **Job Assembly** tab, select **Form Overlay**.
2. From the **Form Overlay** screen, select **On** or **Off**.



The first original is scanned and stored as a form image in the memory to be overlaid onto the subsequent originals.

3. Select **Save** to keep your choices.

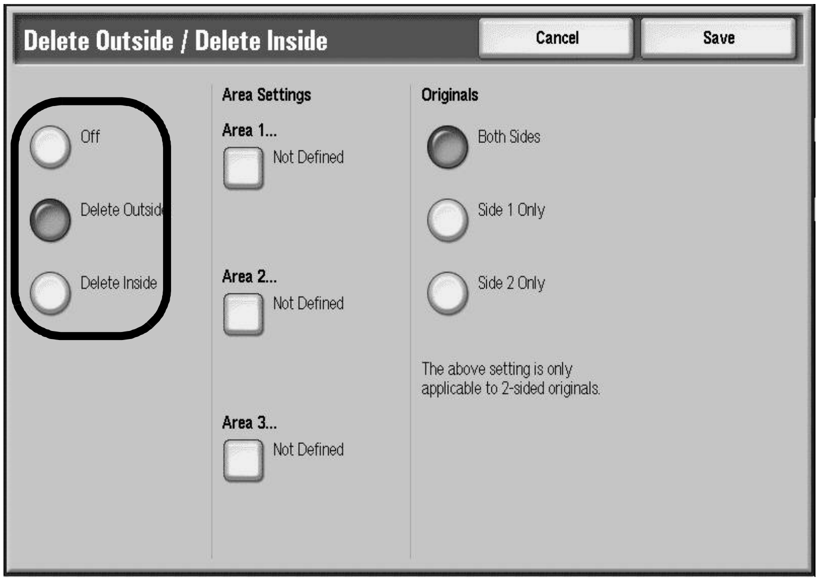
NOTE 1: *If the first page is two sided, only the top side is used for the form overlay.*

NOTE 2: *The Center/Corner shift, Image shift, Delete Outside/ Delete Inside, Edge Erase, Border Erase features are applied to the text body.*

Delete Outside/Delete Inside

This feature allows you to specify the area for omission or deletion and then to copy that area.

1. Select **Delete Outside/Delete Inside**.
2. Select the applicable feature.


Delete Outside / Delete Inside
Cancel
Save

○ Off

● Delete Outsid

○ Delete Inside

Area Settings

Area 1... ☐ Not Defined

Area 2... ☐ Not Defined

Area 3... ☐ Not Defined

Originals

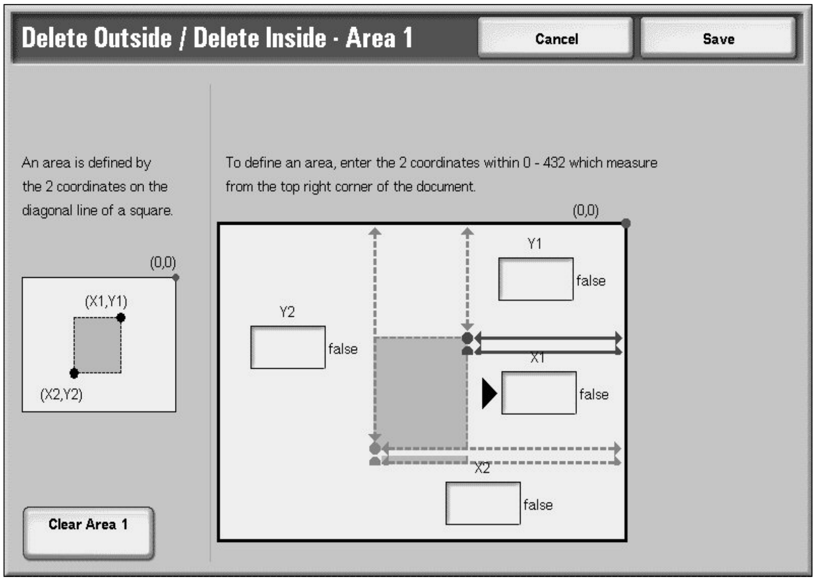
● Both Sides

○ Side 1 Only

○ Side 2 Only

The above setting is only applicable to 2-sided originals.

3. If the originals are 2-sided, select the applicable settings.
4. Select the **Area 1...**, **Area 2...**, or **Area 3...** button.


Delete Outside / Delete Inside - Area 1
Cancel
Save
(0,0)
(X1,Y1)
(X2,Y2)
Clear Area 1
(0,0)
Y1
Y2
X1
X2

An area is defined by the 2 coordinates on the diagonal line of a square.

To define an area, enter the 2 coordinates within 0 - 432 which measure from the top right corner of the document.

Y1: false

Y2: false

X1: false

X2: false

5. Touch the **Y1** box and enter the value for Y1, using the numeric keypad on the Control Panel.
6. Touch the **Y2** box and enter the value for Y2, using the numeric keypad on the Control Panel.
7. Touch the **X1** box and enter the value for X1, using the numeric keypad on the Control Panel.

8. Touch the **X2** box and enter the value for X2, using the numeric keypad on the Control Panel.
9. If you enter an error, select the **Clear All (z)** button (where z= actual area number).
10. Select **Save** to keep your choices.

NOTE: *When specifying multiple areas, it is also possible to overlap and specify an area.*

NOTE: *When selecting* ***Reduce/Enlarge****, the areas are reduced or enlarged by interlocking magnification.*

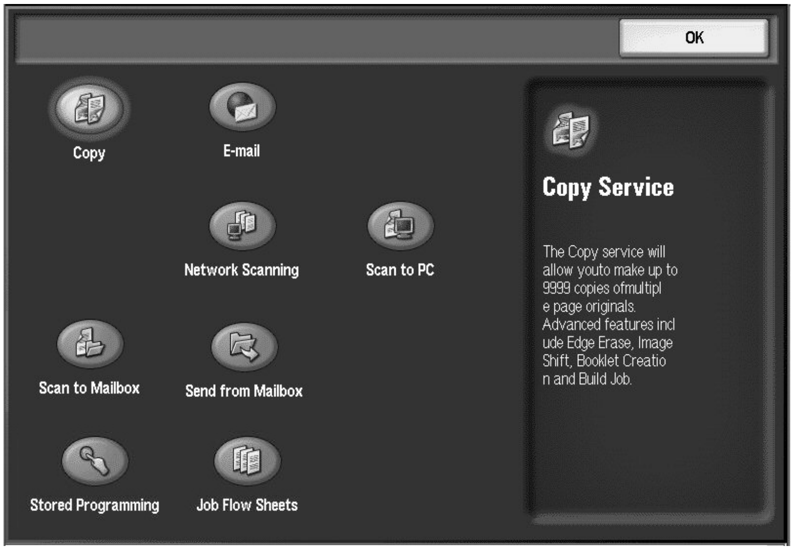
3. Scan

Overview

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Scan procedure

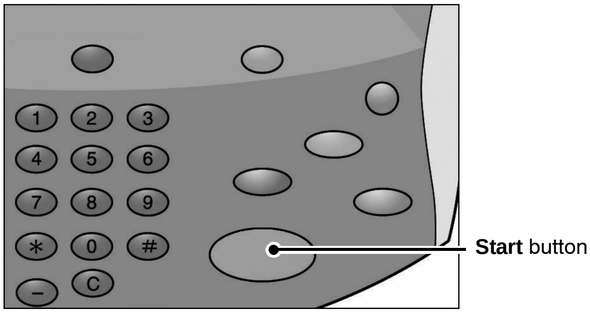
1. Load the documents. (For more information see Chapter 2, "Loading Documents" on page 2-1)
2. From the **All Services** screen, select the applicable scanning feature:


OK
Copy
E-mail
Network Scanning
Scan to PC
Scan to Mailbox
Send from Mailbox
Stored Programming
Job Flow Sheets
Copy Service

The Copy service will allow youto make up to 9999 copies ofmultipl e page originals. Advanced features incl ude Edge Erase, Image Shift, Booklet Creatio n and Build Job.

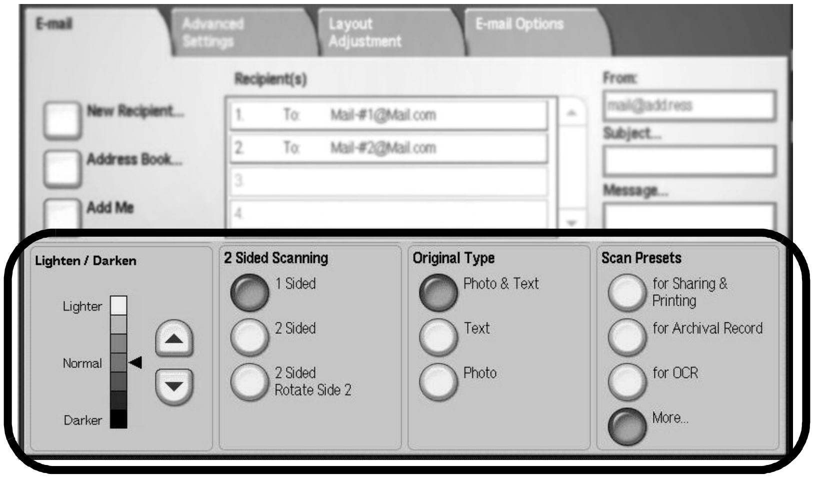
- **E-mail** (See "E-mail" on page 3-7)
- **Scan to Mailbox** (See "Scan to Mailbox" on page 3-28)
- **Network Scanning** (See "Network Scanning" on page 3-32)
- **Scan to PC** (See "Scan to PC" on page 3-38)

3. Press **Start** on the control panel to start the scan.


1
2
3
4
5
6
7
8
9
*
0
#
–
C
Start button

Generic Scan Screen Features

The lower portion of the various scan option screens share features that are common with one-another. To alleviate redundancy, these features are addressed once, as follows:


E-mail
Advanced Settings
Layout Adjustment
E-mail Options
☐ New Recipient...
☐ Address Book...
☐ Add Me
Recipient(s)
From:
Subject...
Message...
Lighten / Darken
Lighter
Normal
Darker
2 Sided Scanning
● 1 Sided
○ 2 Sided
○ 2 Sided Rotate Side 2
Original Type
● Photo & Text
○ Text
○ Photo
Scan Presets
○ for Sharing & Printing
○ for Archival Record
○ for OCR
● More...

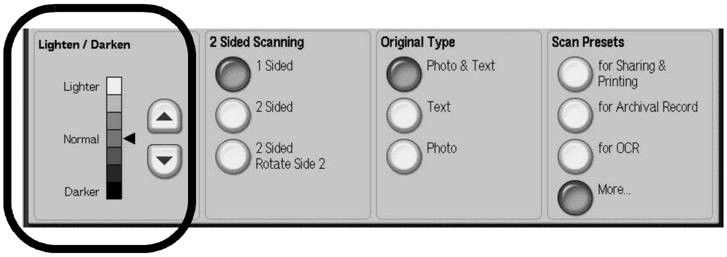
1. To: Mail-#1@Mail.com
2. To: Mail-#2@Mail.com
3.
4.

From: mail@address

Lighten/Darken

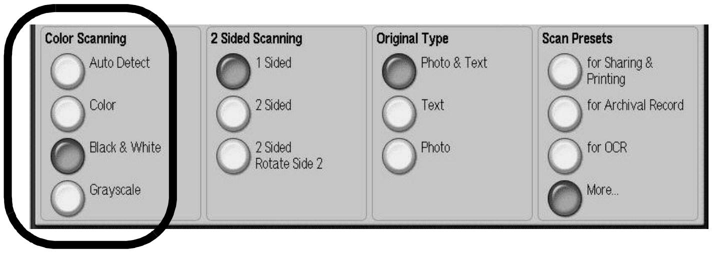
NOTE: *If you have the optional Color Scanner Kit installed, the bottom section of the screen will be different than the one shown below*

You can use the **up/down** buttons to adjust the density settings.


Lighten / Darken
Lighter
Normal
Darker
2 Sided Scanning
● 1 Sided
○ 2 Sided
○ 2 Sided Rotate Side 2
Original Type
● Photo & Text
○ Text
○ Photo
Scan Presets
○ for Sharing & Printing
○ for Archival Record
○ for OCR
● More...

Color Scanning (optional Color Scanner Kit only)

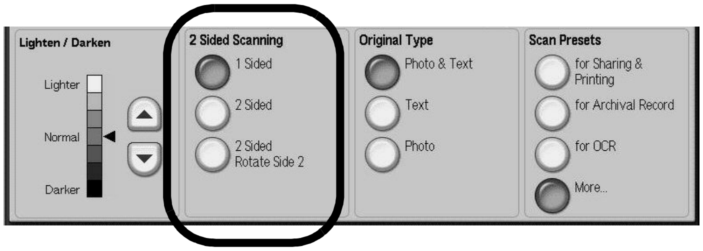
You can select the output type desired.


Color Scanning
○ Auto Detect
○ Color
● Black & White
○ Grayscale
2 Sided Scanning
● 1 Sided
○ 2 Sided
○ 2 Sided Rotate Side 2
Original Type
● Photo & Text
○ Text
○ Photo
Scan Presets
○ for Sharing & Printing
○ for Archival Record
○ for OCR
● More...

For an explanation of the Output Color Option, See "Optional Color Scanner Kit" on page 3-46

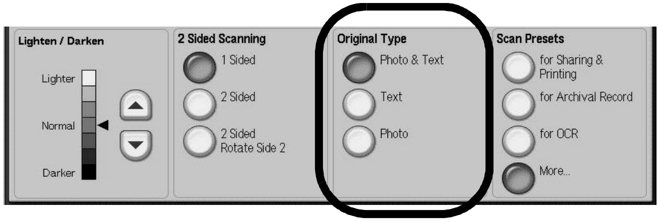
2 Sided Originals

You can elect to automatically scan both sides of a 2-sided document.


Lighten / Darken
Lighter
Normal
Darker
2 Sided Scanning
● 1 Sided
○ 2 Sided
○ 2 Sided Rotate Side 2
Original Type
● Photo & Text
○ Text
○ Photo
Scan Presets
○ for Sharing & Printing
○ for Archival Record
○ for OCR
● More...

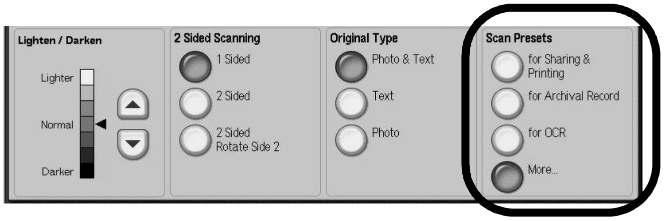
Original Type

The type of document that is being scanned can be set.


Lighten / Darken
Lighter
Normal
Darker
2 Sided Scanning
● 1 Sided
○ 2 Sided
○ 2 Sided Rotate Side 2
Original Type
● Photo & Text
○ Text
○ Photo
Scan Presets
○ for Sharing & Printing
○ for Archival Record
○ for OCR
● More...

Scan Presets

You can select from pre-determined scan presets.


Lighten / Darken
Lighter
Normal
Darker
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

- **for Sharing & Printing**: Suitable for general office documents for on-screen viewing. Using this option will result in a small file size and normal image quality.
- **for Archival Record**: Suitable for general office documents that will be stored electronically. Using this option will result in the smallest file size and normal image quality.
- **for OCR**: Suitable for documents that will be processed by the OCR feature. Using this option will result in a large file size and the maximum image quality.

Scan Presets, More... Button

You can select and save additional scan-presets by selecting **More...** in the **Scan Presets** area.

- **for High Quality Printing**: Suitable for documents containing graphics and photographs. Using this option will result in a large file size and the maximum image quality.
- **Simple Scan**: Suitable for documents that require minimal image processing and compression. Using this option will result in fast processing and an excessively large file size.

If You Have More Documents

If you have more than one stack of documents to scan, select the **Next Original** button on the touch screen while the current stack of documents is being scanned. This allows you to scan several documents as one set of data.

NOTE: *This screen appears only when the documents are being scanned.*

1. While documents are scanning, select **Next Original**.
2. Load the next document.
3. Press the **Start** button on the control panel.
4. If you have more documents, load the next document and press the **Start** button.
5. When all documents are scanned, select **Last Original**.

NOTE: *When using the 2 sided document feeder, the machine waits for the next set of documents after it has finished scanning the first set.*

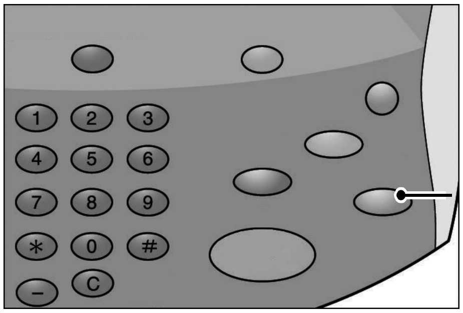
NOTE: *When the above screen is displayed and no operation is performed after a certain period of time has elapsed, the machine automatically assumes that there are no more documents.The Build Job feature must be enabled and switched on.*

NOTE: *Up to 999 pages can be stored.*

Cancelling a Scan Job

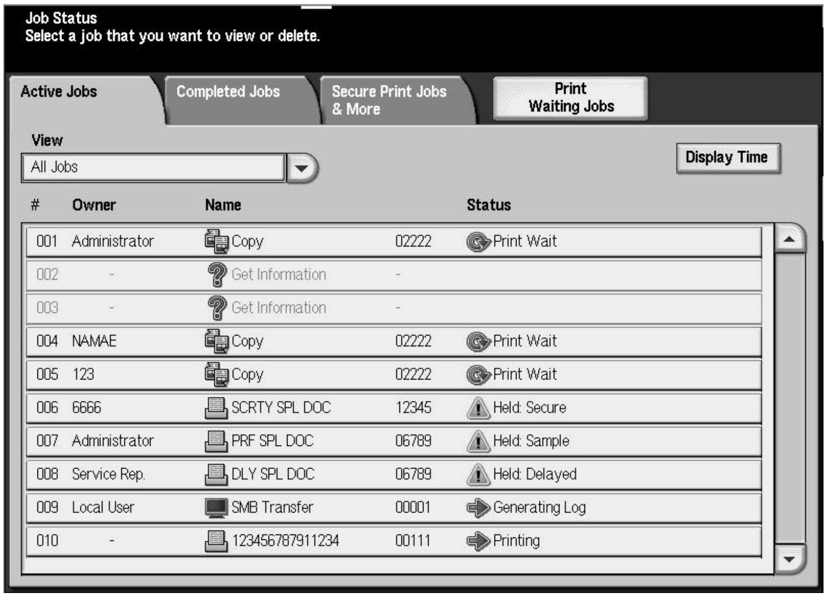
Follow the procedure below to cancel a scan.

1. Either select **Stop** on the touch screen or press the **Stop** button on the Control Panel.



Stop button

2. On the control panel, press **Cancel** to end scanning or **Start** to restart the scan.
3. Press the **Job Status** button on the control panel.
4. Select the job to cancel, and then press **Stop**.



Job Status
Select a job that you want to view or delete.

View: All Jobs

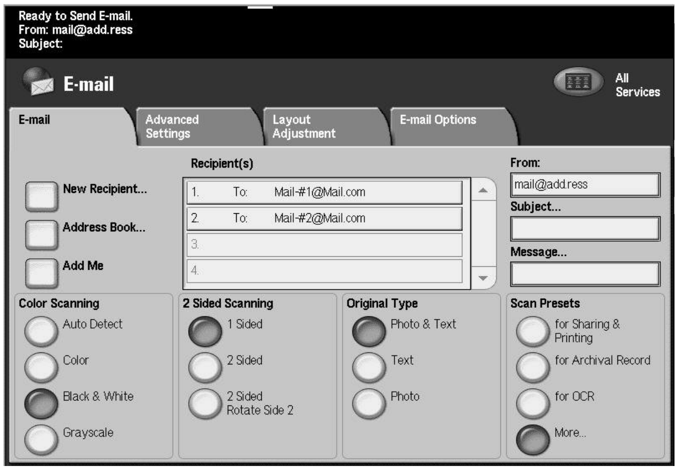
#	Owner	Name		Status
001	Administrator	Copy	02222	Print Wait
002	-	Get Information	-	
003	-	Get Information	-	
004	NAMAE	Copy	02222	Print Wait
005	123	Copy	02222	Print Wait
006	6666	SCRTY SPL DOC	12345	Held: Secure
007	Administrator	PRF SPL DOC	06789	Held: Sample
008	Service Rep.	DLY SPL DOC	06789	Held: Delayed
009	Local User	SMB Transfer	00001	Generating Log
010	-	123456787911234	00111	Printing

NOTE: *When a scan is cancelled, scan data already stored to the mailbox is deleted.*

E-mail

You can scan a document and send the scanned data as an e-mail attachment.

1. Select **E-mail** from the **All Services** screen.



Ready to Send E-mail.
From: mail@add.ress
Subject:

Recipient(s)
1. To: Mail-#1@Mail.com
2. To: Mail-#2@Mail.com

From: mail@add.ress

E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
New Recipient...
Address Book...
Add Me
Subject...
Message...
Color Scanning
Auto Detect
Color
Black & White
Grayscale
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

2. From the **E-mail** tab screen, select **New Recipient...** (See "E-mail Recipients" on page 3-8)

- OR -

3. Select **Address book...** to search for and specify recipients in the address book. (See "Address Book" on page 3-9)
4. If you wish to add the machine as a recipient, select **Add Me**.
5. If you wish to remove or change a recipient, select the applicable recipient and then select **Remove** or **Edit...** from the pop-up menu. (See "Removing E-mail Recipients" on page 3-10 or "Select Remove from the menu." on page 3-10)
6. Select **Subject...** to enter and save the E-mail subject using the keyboard screen.
7. Select **Message...** to enter and save the E-mail message using the keyboard screen.
8. Set the various scan features. (See "Generic Scan Screen Features" on page 3-2)
9. As needed, select the **Advanced Settings** tab and set and save the advanced settings. (See "Advanced Settings tab" on page 3-13)
10. As needed, select the **Layout Adjustment** tab and set and save the layout adjustments. (See "Layout Adjustment tab" on page 3-18)
11. Select, set and save the various options from the **Email Options** tab. (See "Email Options tab" on page 3-22)
12. Press **Start** on the control panel.

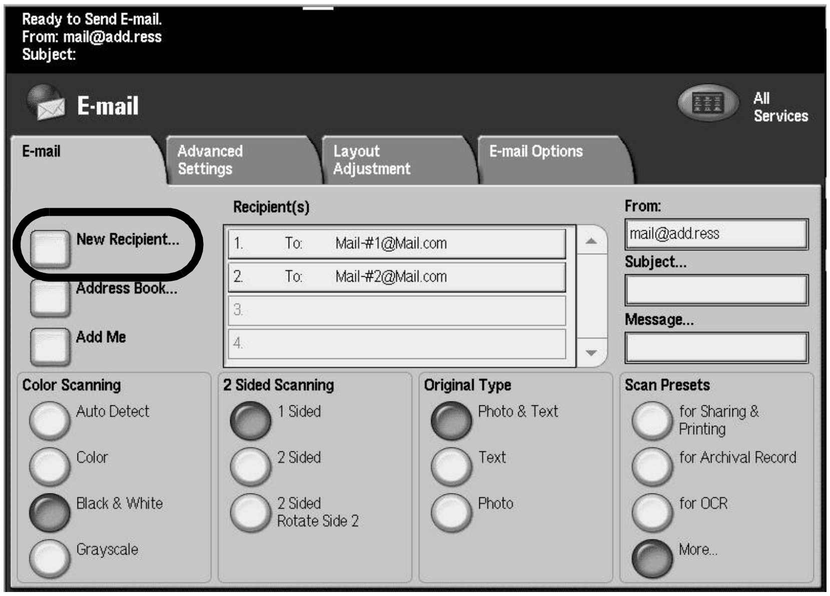
NOTE: *The **Mail Delivery Notification (MDN)** and **Split Send** features in the **Output Format** screen are only available when using the E-mail feature.*

E-mail Recipients

You can compile a list of e-mail recipients using **New Recipient...**

Adding E-mail Recipients:

1. From the **E-mail** tab, select **New Recipient...**



Ready to Send E-mail.
From: mail@add.ress
Subject:

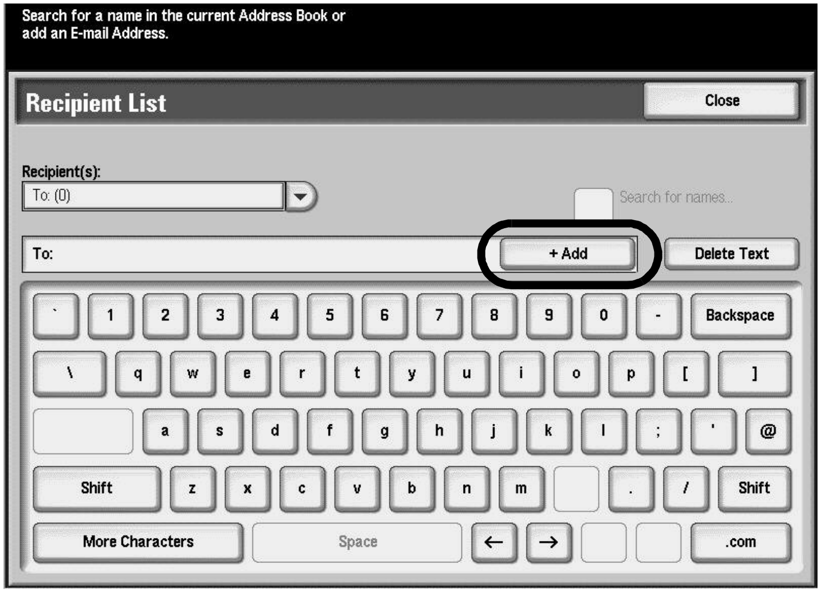
Recipient(s)
1. To: Mail-#1@Mail.com
2. To: Mail-#2@Mail.com
3.
4.

From: mail@add.ress

Color Scanning: ● Black & White
2 Sided Scanning: ● 1 Sided
Original Type: ● Photo & Text
Scan Presets: ● More...

E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
New Recipient...
Address Book...
Add Me
Subject...
Message...
Color Scanning
Auto Detect
Color
Black & White
Grayscale
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

2. Enter the new recipient(s). You can select **+Add** to add another recipient.



Search for a name in the current Address Book or add an E-mail Address.

Recipient(s): To: (0)

To:

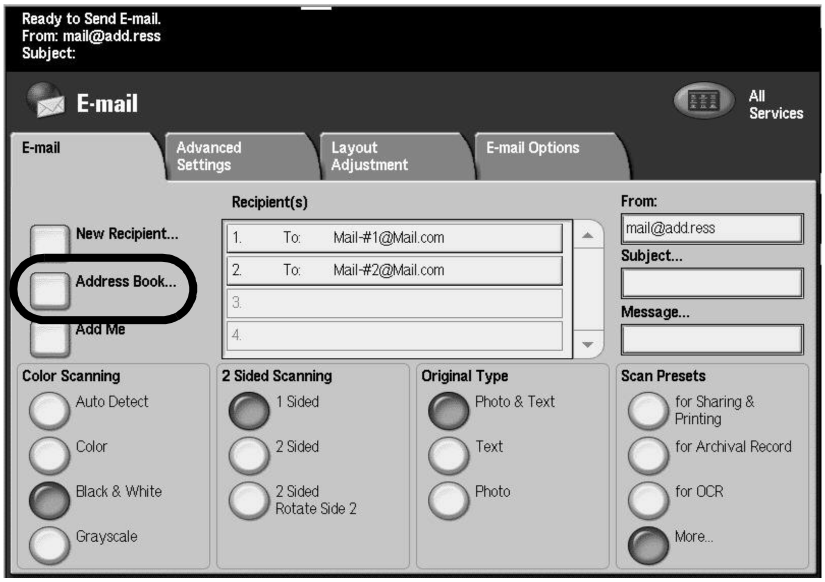
Recipient List
Close
Search for names...
+ Add
Delete Text
` 1 2 3 4 5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p [ ]
a s d f g h j k l ; ' @
Shift z x c v b n m . / Shift
More Characters
Space
←
→
.com

3. Select **Close**.

Address Book

You can search for and select a specific recipient using the **Address Book** feature.

1. From the **E-mail** tab, select **Address Book...**



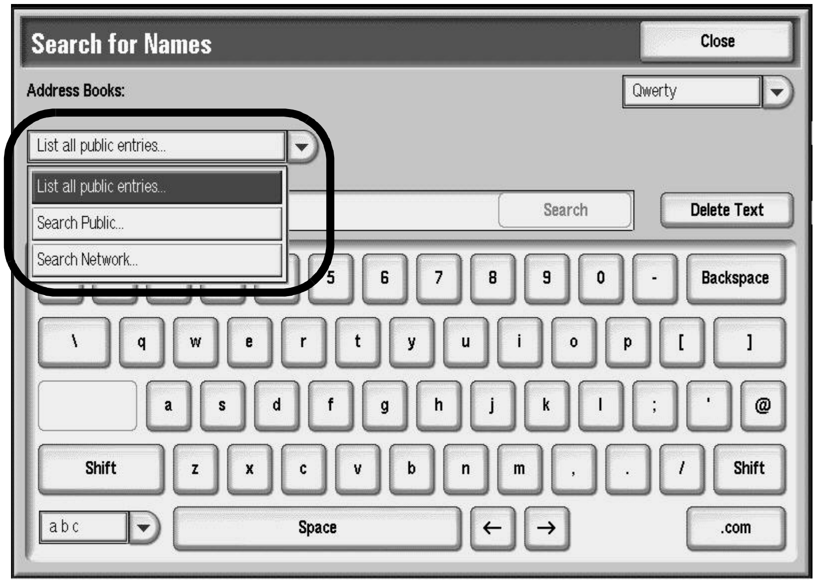
Ready to Send E-mail.
From: mail@add.ress
Subject:

Recipient(s)
1. To: Mail-#1@Mail.com
2. To: Mail-#2@Mail.com
3.
4.

From: mail@add.ress

E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
New Recipient...
Address Book...
Add Me
Subject...
Message...
Color Scanning
Auto Detect
Color
Black & White
Grayscale
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

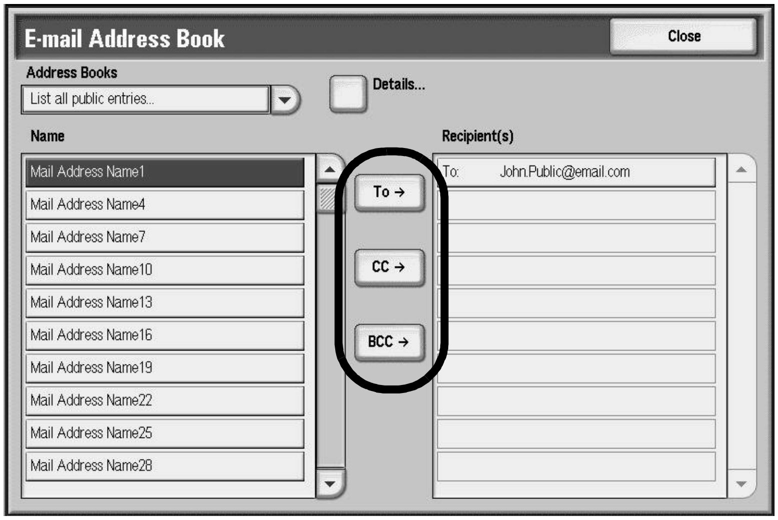
2. On the **Search for Names** screen, select the area, in which, to search.



Search for Names
Close
Address Books:
Qwerty
List all public entries...
List all public entries...
Search Public...
Search Network...
Search
Delete Text
5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p [ ]
a s d f g h j k l ; ' @
Shift z x c v b n m , . / Shift
a b c
Space
←
→
.com

3. Enter the name to search on in the **Name** text box.
4. Select **Search**.

5. When the search is done, specify the recipient from the **Name** column, and select **To**, **CC**, or **BCC**.


E-mail Address Book
Close
Address Books
List all public entries...
Details...
Name
Recipient(s)
Mail Address Name1
Mail Address Name4
Mail Address Name7
Mail Address Name10
Mail Address Name13
Mail Address Name16
Mail Address Name19
Mail Address Name22
Mail Address Name25
Mail Address Name28
To →
CC →
BCC →

To: John.Public@email.com

6. Use the scroll-bar to navigate the **Name** list.

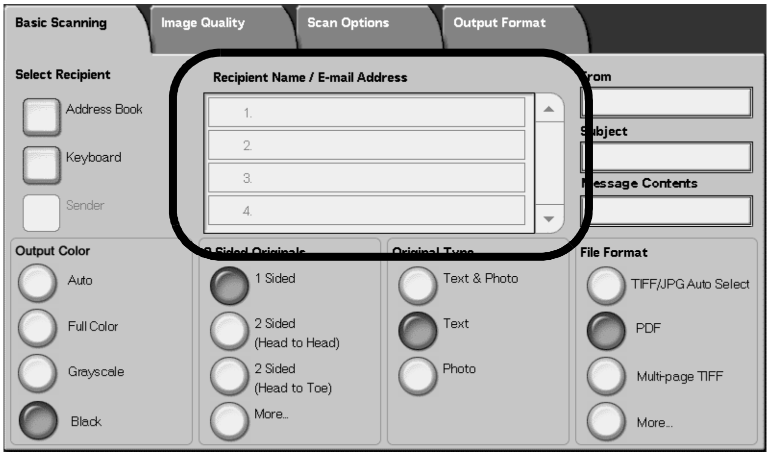
7. If needed, select **Details** to display the **Details** screen.

8. Select **Close**.

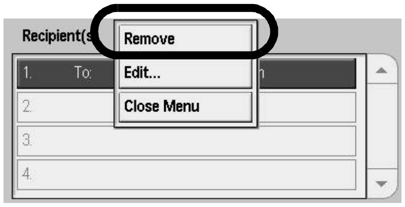
For information about configuring the Address Book, refer to the System Administration Guide or ask your System Administrator for help.

Removing E-mail Recipients

1. From the **E-mail** tab, select the recipient to be deleted in the **Recipient(s)** list.

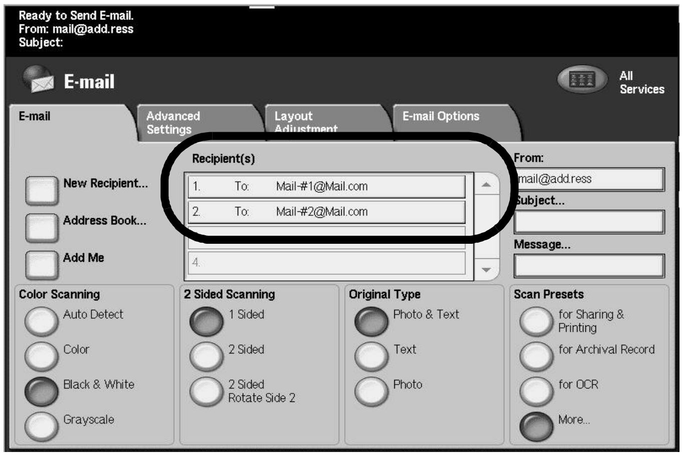

Basic Scanning
Image Quality
Scan Options
Output Format
Select Recipient
Address Book
Keyboard
Sender
Recipient Name / E-mail Address
1.
2.
3.
4.
rom
bject
essage Contents
Output Color
Auto
Full Color
Grayscale
Black
2 Sided Originals
1 Sided
2 Sided (Head to Head)
2 Sided (Head to Toe)
More...
Original Type
Text & Photo
Text
Photo
File Format
TIFF/JPG Auto Select
PDF
Multi-page TIFF
More...

2. Select **Remove** from the menu.


Recipient(s
Remove
Edit...
Close Menu
1. To:
2.
3.
4.

Changing Recipient Settings

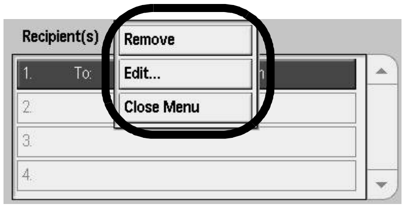
1. From the **E-mail** tab, select the recipient to be changed in the **Recipient(s)** list.


Ready to Send E-mail.
From: mail@add.ress
Subject:
E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
New Recipient...
Address Book...
Add Me
Recipient(s)
From:
Subject...
Message...
Color Scanning
Auto Detect
Color
Black & White
Grayscale
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

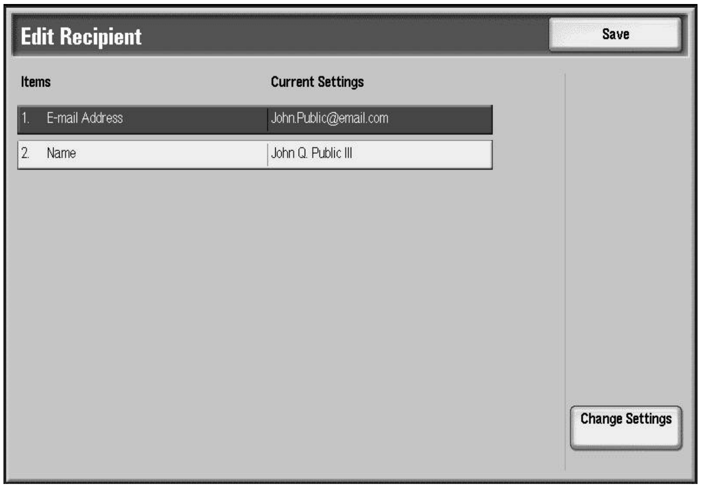
1. To: Mail-#1@Mail.com
2. To: Mail-#2@Mail.com

From: mail@add.ress

2. Select **Edit...** from the menu.


Recipient(s)
Remove
Edit...
Close Menu
1. To:
2.
3.
4.

3. Highlight the information to be changed and select **Change Settings**.


Edit Recipient
Save
Change Settings

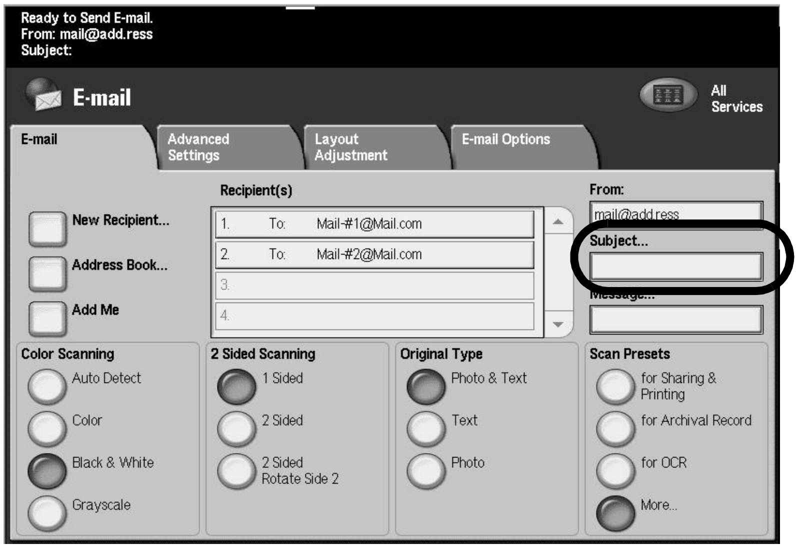
Items	Current Settings
1. E-mail Address	John.Public@email.com
2. Name	John Q. Public III

4. Use the keyboard to enter the changed information.
5. Select **Save**.
6. Select **Save** from the **Edit Recipient** screen.

Subject

You can enter the **Subject** containing up to 128 characters for the e-mail.

1. From the **E-mail** tab, select **Subject...**



Ready to Send E-mail.
From: mail@add.ress
Subject:

Recipient(s)
1. To: Mail-#1@Mail.com
2. To: Mail-#2@Mail.com
3.
4.

From: mail@add.ress

Color Scanning: Black & White
2 Sided Scanning: 1 Sided
Original Type: Photo & Text
Scan Presets: More...

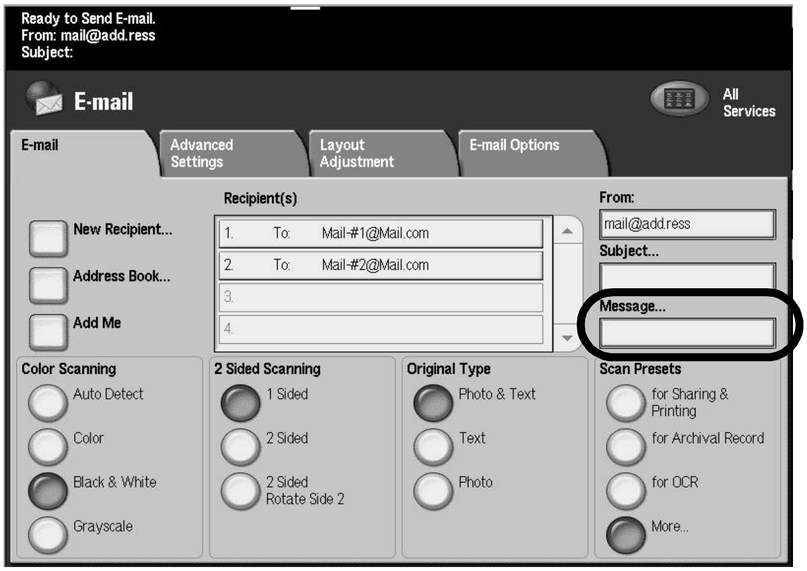
E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
New Recipient...
Address Book...
Add Me
Subject...
Message...
Auto Detect
Color
Black & White
Grayscale
1 Sided
2 Sided
2 Sided Rotate Side 2
Photo & Text
Text
Photo
for Sharing & Printing
for Archival Record
for OCR
More...

2. Use the keyboard to enter the e-mail subject
3. Select **Save**.

Message Contents

You can enter the **Message** contents containing up to 128 characters for the e-mail.

1. From the **E-mail** tab, select **Message...**



Ready to Send E-mail.
From: mail@add.ress
Subject:

Recipient(s)
1. To: Mail-#1@Mail.com
2. To: Mail-#2@Mail.com
3.
4.

From: mail@add.ress

Color Scanning: Black & White
2 Sided Scanning: 1 Sided
Original Type: Photo & Text
Scan Presets: More...

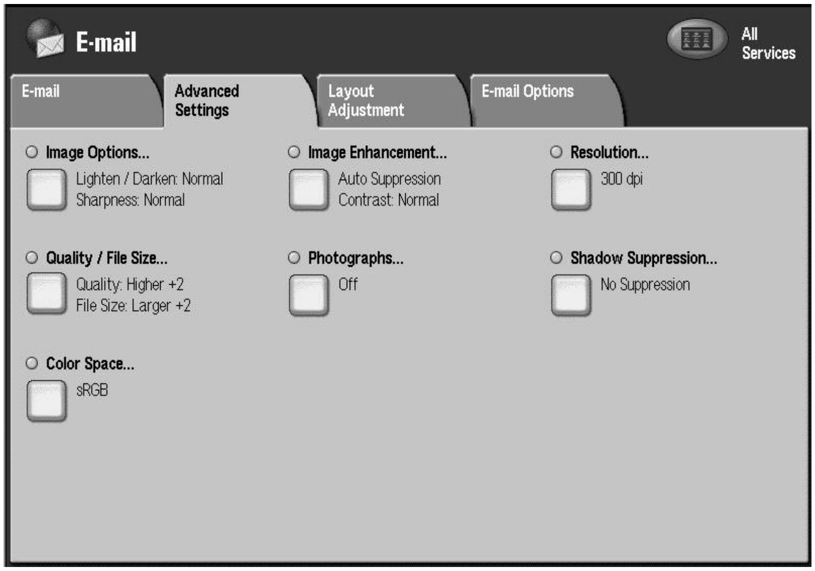
E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
New Recipient...
Address Book...
Add Me
Subject...
Message...
Auto Detect
Color
Black & White
Grayscale
1 Sided
2 Sided
2 Sided Rotate Side 2
Photo & Text
Text
Photo
for Sharing & Printing
for Archival Record
for OCR
More...

2. Use the keyboard to enter a brief message.
3. Select **Save**.

Advanced Settings tab

You can set advanced setting options from the **Advanced Settings** tab.

1. Select **E-mail** from the **All Services** screen.
2. Select the **Advanced Settings** tab.



○ Image Options...
Lighten / Darken: Normal
Sharpness: Normal

○ Image Enhancement...
Auto Suppression
Contrast: Normal

○ Resolution...
300 dpi

○ Quality / File Size...
Quality: Higher +2
File Size: Larger +2

○ Photographs...
Off

○ Shadow Suppression...
No Suppression

○ Color Space...
sRGB

3. As needed, select the applicable options:
   - **Image Options...** (See Chapter 2, "Image Options" on page 2-22)
   - **Image Enhancement...** (See "Image Enhancement" on page 3-14)
   - **Resolution...** (See "Resolution" on page 3-15)

NOTE: *The following features are available from the* ***Advanced Settings*** *tab, only when the* ***Optional Color Scanner*** *is installed (See "Optional Color Scanner Kit" on page 3-46).*

- **Quality/File Size...** (See "Quality/File Size" on page 3-15)
- **Photographs...** (See "Photographs" on page 3-16)
- **Shadow Suppression...** (See "Shadow Suppression" on page 3-17)
- **Color Space...** (See "Color Space" on page 3-17)

Image Enhancement

You can elect to enable background suppression and set the contrast using the **Image Enhancement** feature.

1. From the **Advanced Settings** tab, select **Image Enhancement...**

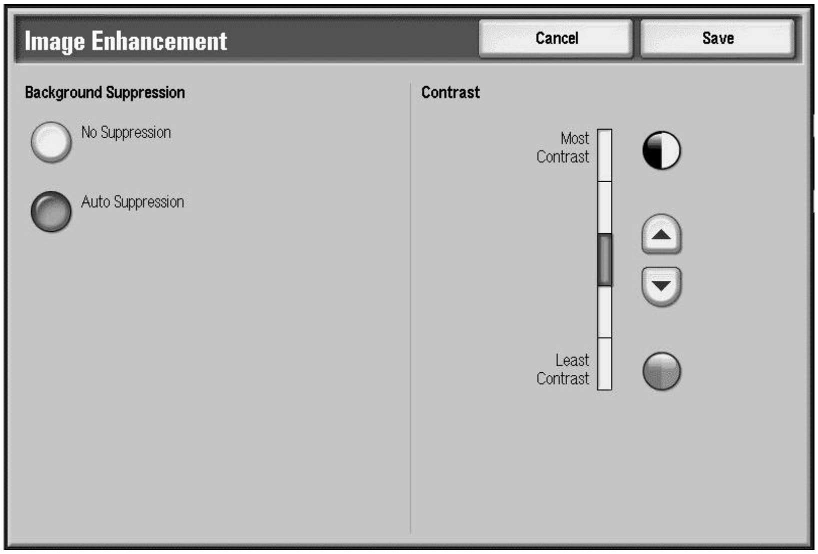


Image Enhancement
Cancel
Save
Background Suppression
No Suppression
Auto Suppression
Contrast
Most Contrast
Least Contrast

2. Specify the background suppression.

- **No Suppression -** Makes scans with background suppression turned off.
- **Auto Suppression -** Automatically suppresses colored backgrounds when [Black] is selected on the [Scanning Color] screen, and suppresses white backgrounds on colored documents when [Color] is selected on the [Scanning Color] screen.

NOTE: *This feature is not available when [B&W] is selected on the [Original Type] screen.*

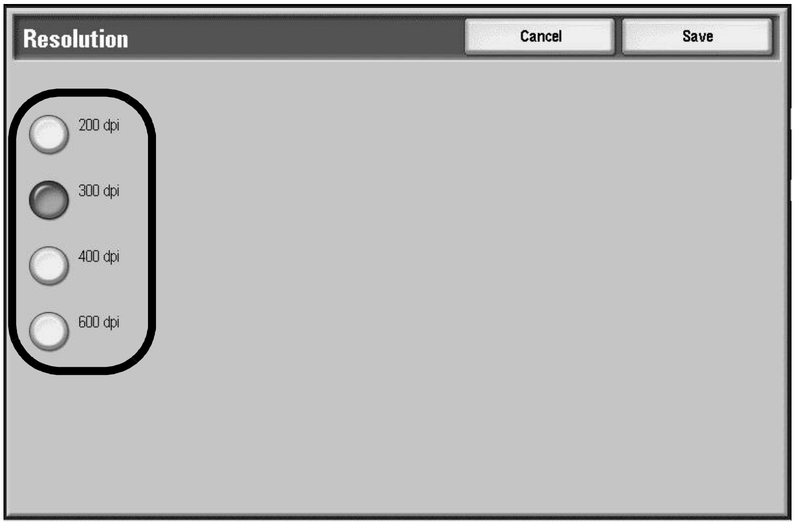
3. Use the **up** and **down** buttons to set the image contrast.

4. Select **Save**.

Resolution

You can select preset resolution settings.

1. From the **Advanced Settings** tab, select **Resolution...**
2. Specify the image resolution.


Resolution
Cancel
Save

○ 200 dpi
● 300 dpi
○ 400 dpi
○ 600 dpi

3. Select **Save**.

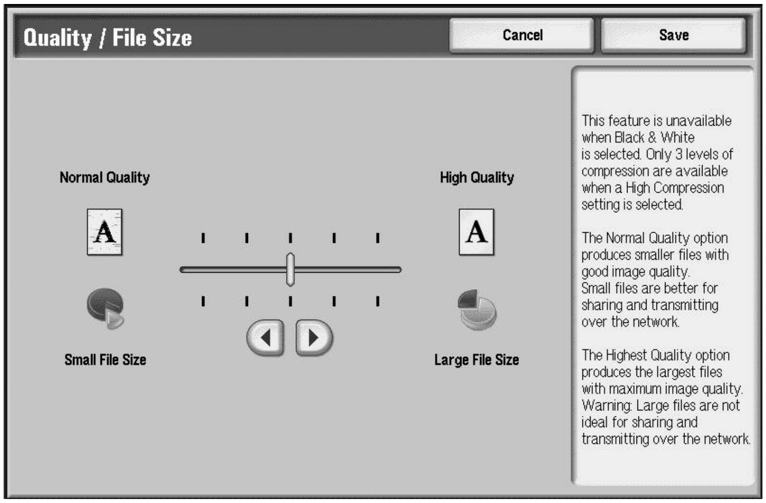
__NOTE:__ When [__File Format__] > [__MRC High Compression__] or [__OCR__] is set to [__On__], only [200 dpi] and [300 dpi] are available.

Quality/File Size

This feature allows you to select the ratio of data compression for color and grayscale scanned images.

__NOTE:__ This feature is unavailable whenever __Black and White__ is selected.

1. From the **Advanced Settings** tab, select **Quality/File Size...**


Quality / File Size
Cancel
Save
Normal Quality
High Quality
A
A
Small File Size
Large File Size

This feature is unavailable when Black & White is selected. Only 3 levels of compression are available when a High Compression setting is selected.

The Normal Quality option produces smaller files with good image quality. Small files are better for sharing and transmitting over the network.

The Highest Quality option produces the largest files with maximum image quality. Warning: Large files are not ideal for sharing and transmitting over the network.

2. Use the **right** or **left** button to specify the output quality/file size.

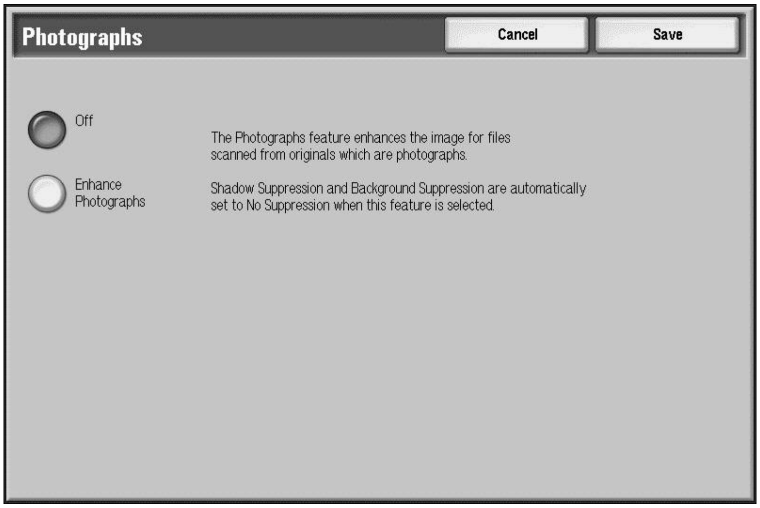
NOTE: *Only three compression levels are available when [MRC High Compression] is enabled under [PDF Multiple Pages per File] in [File Format].*

3. Select **Save**.

Photographs

*The **Photographs** enhancement feature is only available if the optional color scanner is installed (See "Optional Color Scanner Kit" on page 3-46) and **Color** is selected from the **Color Scanning** section of a tab screen.*

1. From the **Advanced Settings** tab, select **Photographs...**



The Photographs feature enhances the image for files scanned from originals which are photographs.

Shadow Suppression and Background Suppression are automatically set to No Suppression when this feature is selected.

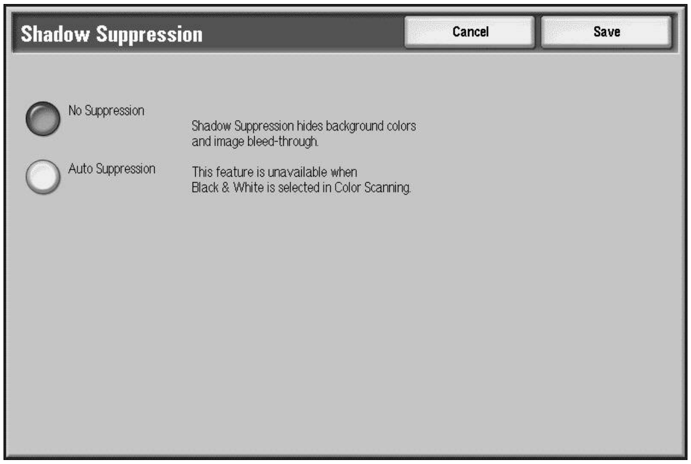
2. Select **Off** or **Enhance Photographs:**
   - **Off**: Disables the feature.
   - **Enhance Photographs**: Enhances images scanned from color photographs with [Output Color] set to [Full Color].
3. Select **Save**.

NOTE: *When [Enhance Photographs] is selected, [Shadow Suppression] and [Background Suppression] are not available.*

Shadow Suppression

You can use the **Shadow Suppression** feature to hide background colors and image bleed-through.

1. From the **Advanced Settings** tab, select **Shadow Suppression...**



● No Suppression

○ Auto Suppression

Shadow Suppression hides background colors and image bleed-through.

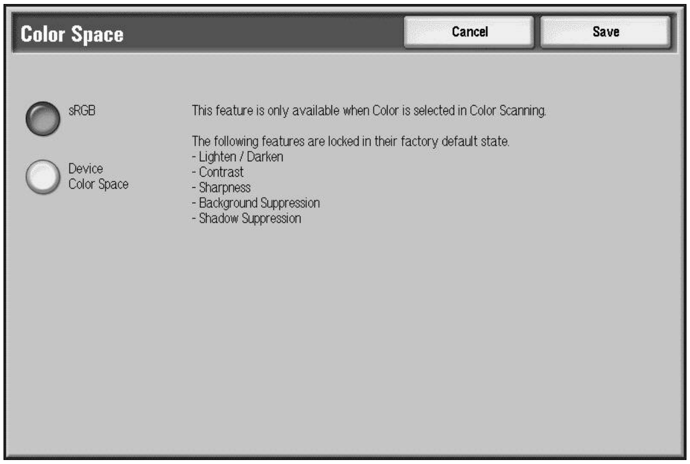
This feature is unavailable when Black & White is selected in Color Scanning.

2. Select **No Suppression** or **Auto Suppression**.
3. Select **Save**.

Color Space

*The **Color Space** feature is only available if the optional color scanner is installed (See “Optional Color Scanner Kit” on page 3-46) and **Color** is selected from the **Color Scanning** section of a tab screen.*

1. From the **Advanced Settings** tab, select **Color Space...**



● sRGB

○ Device Color Space

This feature is only available when Color is selected in Color Scanning.

The following features are locked in their factory default state.
- Lighten / Darken
- Contrast
- Sharpness
- Background Suppression
- Shadow Suppression

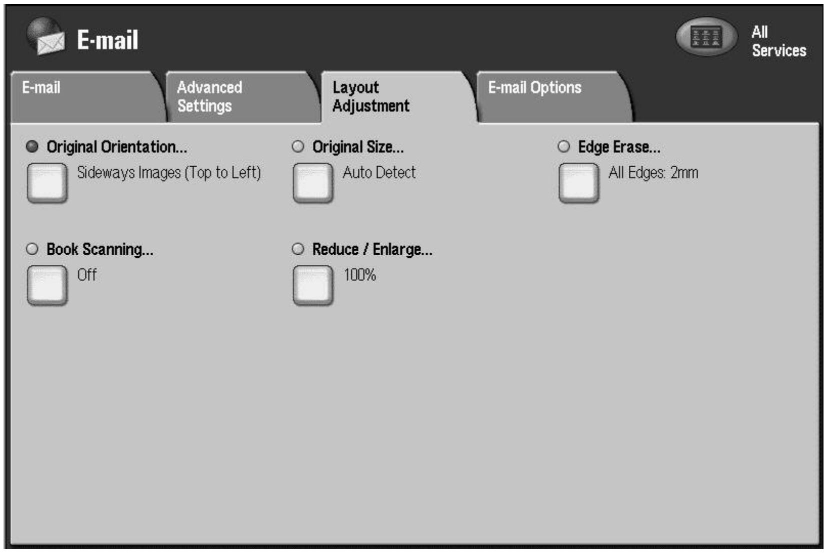
2. Select **sRGB** or **Device Color Space**.
3. Select **Save**.

***NOTE:** When this [Device Color Space] is selected, the factory default values rae used or the [Image Options], [Shadow Suppression], and [Image Enhancement] features.*

Layout Adjustment tab

You can specify layout adjustment settings from the **Layout Adjustment** tab.

1. Select **E-mail** from the **All Services** screen.
2. Select the **Layout Adjustment** tab.


E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options

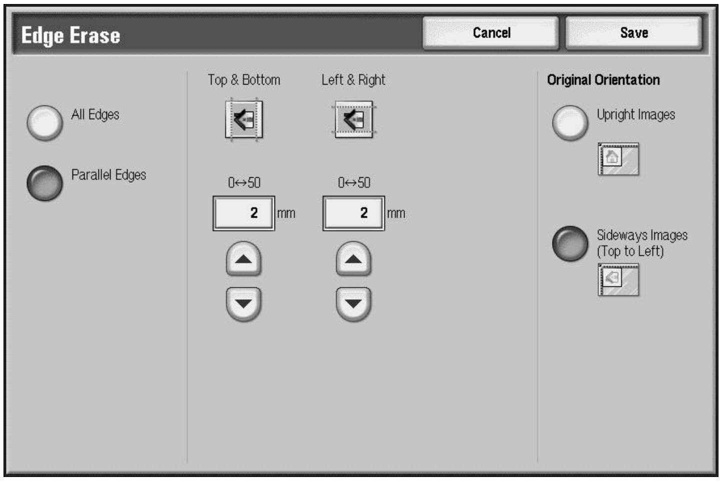
● Original Orientation... Sideways Images (Top to Left)
○ Original Size... Auto Detect
○ Edge Erase... All Edges: 2mm
○ Book Scanning... Off
○ Reduce / Enlarge... 100%

3. Select the applicable option:
   - **Original Orientation...** (See Chapter 2, “Original Orientation” on page 2-33)
   - **Original Size...** (See Chapter 2, “Original Size” on page 2-27)
   - **Edge Erase...** (See “Edge Erase” on page 3-19)
   - **Book Scanning...** (See “Book Scanning” on page 3-20)
   - **Reduce/Enlarge...** (See “Reduce/Enlarge” on page 3-21)

Edge Erase

When scanning with the document-feeder in the open position or from a book, you can remove the black shadows along the edges using the **Edge Erase** feature.

1. From the **Layout Adjustments** tab, select **Edge Erase...**

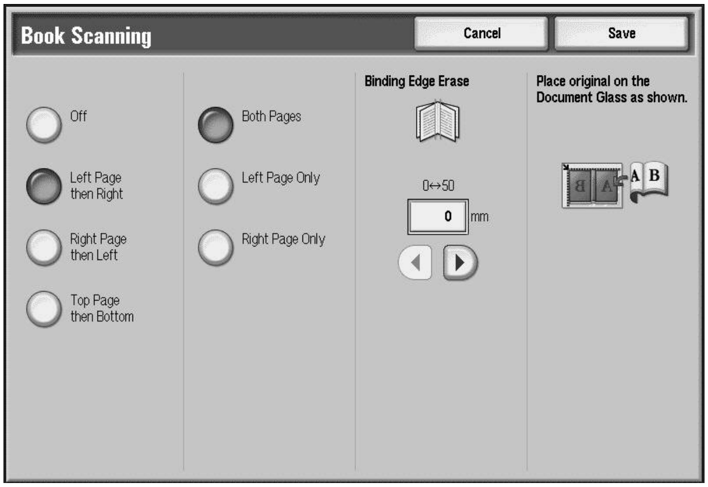

Edge Erase
Cancel
Save
All Edges
Parallel Edges
Top & Bottom
Left & Right
0↔50
2
mm
0↔50
2
mm
Original Orientation
Upright Images
Sideways Images (Top to Left)

2. Select **All Edges** or **Parallel Edges**:
   - **All Edges**: Erases the same amount of length from all four edges of your document. The edge erase amount is specified by the System Administrator. If you do not want to erase any edges, select [Parallel Edges] and specify 0 for both the top and bottom and left and right edges.
   - **Parallel Edges**: Allows you to specify the lengths to be erased from the top and bottom and left and right edges of your document. Up to 50 mm (2 inches) can be specified to each field.
3. For parallel edges, you can use the **up** or **down** buttons to set the values.
4. Select the applicable **Original Orientation**:
   - **Upright Images** - Selects the vertical orientation, where the top of the document is orientated towards the back of the machine.
   - **Sideways Images** - Selects the horizontal orientation, where the top of the document is orientated towards the left of the machine.
5. Select **Save**.

Book Scanning

The **Book Scanning** feature allows you to scan facing pages of a document on separate sheets of paper in page-number order.

1. From the **Layout Adjustments** tab, select **Book Scanning...**


Book Scanning
Cancel
Save
○ Off
● Left Page then Right
○ Right Page then Left
○ Top Page then Bottom
● Both Pages
○ Left Page Only
○ Right Page Only
Binding Edge Erase
0↔50
0 mm
Place original on the Document Glass as shown.
B A
A B

2. From the **Book Scanning** screen, select the features.
3. **Binding Edge Erase** erases the center binding area of the book that tends to be shadowed due to the fold in the pages. Use the **Left** or **Right** buttons to set the dimensions.
4. Select **Save** to save the changes.

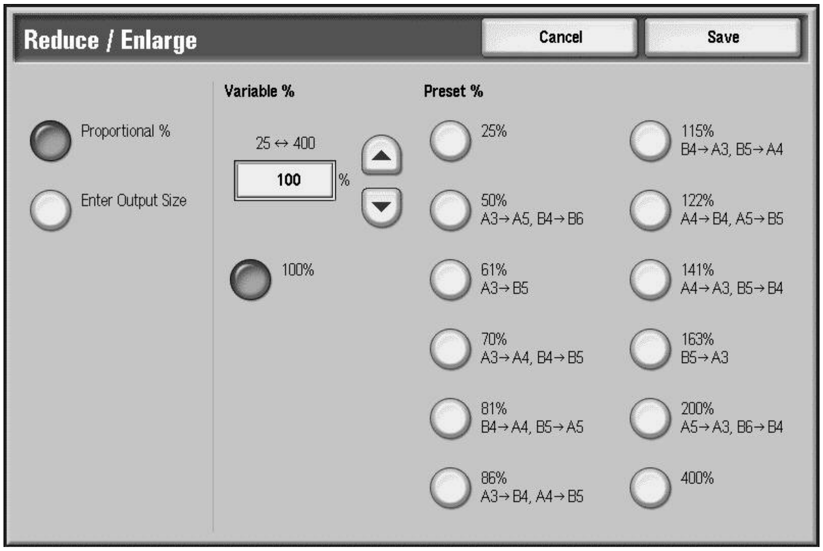
KEY POINT: You cannot use the document feeder when using this feature.

NOTE: *A document of non-standard size or undetectable size may not be divided exactly into two equal sizes.*

Reduce/Enlarge

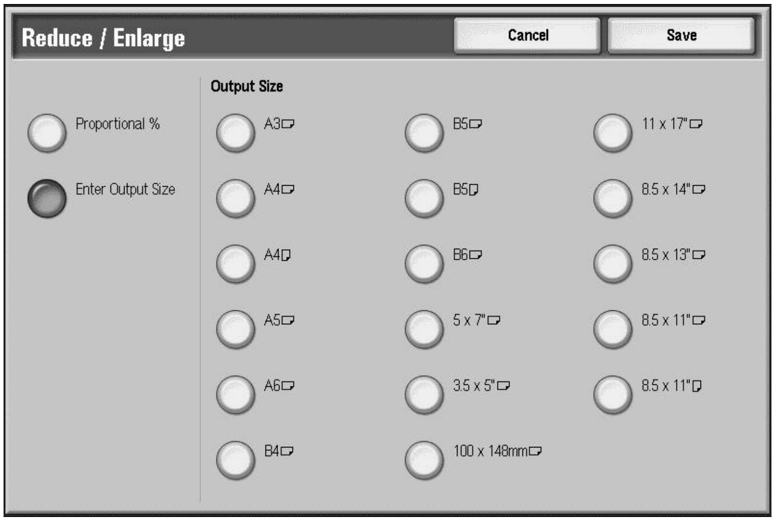
The **Reduce/Enlarge** feature allows you specify a reduction or enlargement value for the scanned document.

1. From the **Layout Adjustments** tab, select **Reduce/Enlarge...**


Reduce / Enlarge
Cancel
Save
Proportional %
Enter Output Size
Variable %
25 ↔ 400
100 %
100%
Preset %
25%
50% A3→A5, B4→B6
61% A3→B5
70% A3→A4, B4→B5
81% B4→A4, B5→A5
86% A3→B4, A4→B5
115% B4→A3, B5→A4
122% A4→B4, A5→B5
141% A4→A3, B5→B4
163% B5→A3
200% A5→A3, B6→B4
400%

2. Select from:

- **Proportional % (default)**:
  a. In the **Variable%** area, specify the ratio with the **up** and **down** buttons.
  b. You can also select a preselect value from the **Preset %** area.
  c. Select **Save** to save the changes.
- **Enter Output Size**: Select from preset standard scanning ratios to set the output size.
  a. In the **Output Size** area, select the applicable preset.

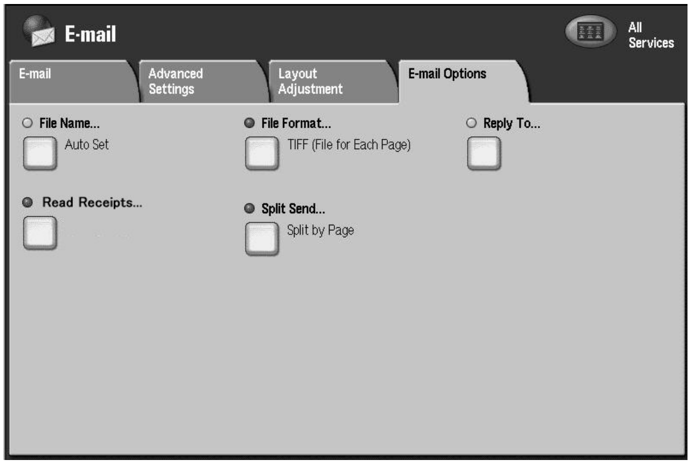

Reduce / Enlarge
Cancel
Save
Proportional %
Enter Output Size
Output Size
A3▭
A4▭
A4▯
A5▭
A6▭
B4▭
B5▭
B5▯
B6▭
5 x 7"▭
3.5 x 5"▭
100 x 148mm▭
11 x 17"▭
8.5 x 14"▭
8.5 x 13"▭
8.5 x 11"▭
8.5 x 11"▯

  b. Select **Save** to save the changes.

Email Options tab

Set e-mail options using the **E-mail Options** tab.

1. Select **E-mail** from the **All Services** screen.
2. Select the **E-mail Options** tab.

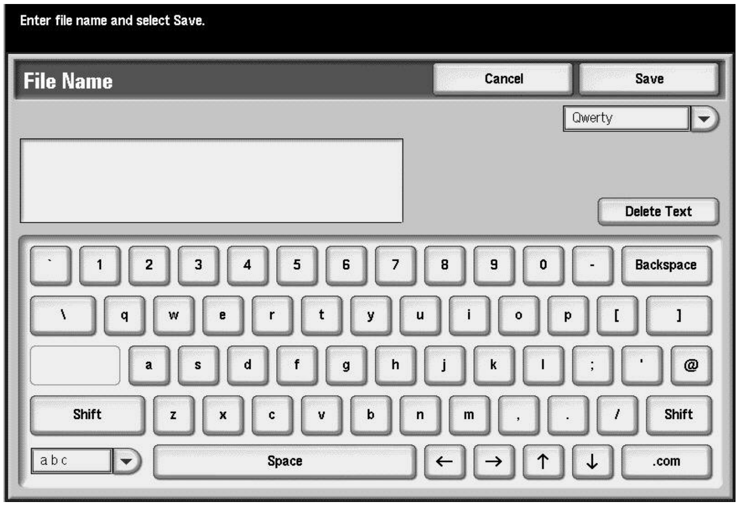

E-mail
All Services
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
File Name...
Auto Set
File Format...
TIFF (File for Each Page)
Reply To...
Read Receipts...
Split Send...
Split by Page

3. Select the applicable option:
   - **File Name...** (See “File Name” on page 3-22)
   - **File Format...** (See “File Format” on page 3-23)
   - **Reply to...** (See “Reply to” on page 3-26)
   - **Split Send...** (See “Split Send” on page 3-27)
   - **Read Receipts...** (Sends confirmation to sender)

File Name

You can enter and save a file name.

1. From the **E-mail Options** tab, select **File Name...**


Enter file name and select Save.
File Name
Cancel
Save
Qwerty
Delete Text
Backspace
Shift
Shift
abc
Space
.com

2. Use the keyboard to enter the file name.
3. Select **Save** to save the changes.

File Format

You can set the file format and compression levels.

1. From the **E-mail Options** tab, select **File Format...**
2. Select the applicable file format:
   - **TIFF/JPEG Auto Select**: Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in JPEG format, and monochrome scanned images are saved in TIFF format.
   - **PDF Images Multiple Pages per File**: Saves multiple pages into a single file in PDF format.
   - **PDF/A:** Saves scanned data in the PDF/A format; PDF/A format is used primarily for archiving and long-term preservation.
   - **Optimize PDF for Fast Web View**: *If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.*

NOTE: *The* ***Optimize PDF for Fast Web View*** *feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.*

Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names--or URLs--to the files at less than 256 characters.

   - **TIFF File for Each Page**: Saves each page into a different file in TIFF format.
   - **mTIFF Multiple Pages per File**: Saves multiple pages into a single file in TIFF format.
   - **JPEG File for Each Page**: Saves each page into a different file in JPEG format.

NOTE: *[JPEG File for Each Page] is not available when [Color Scanning] is set to [Black & White].*

   - **XPS**: Saves multiple pages into a single file in XPS (XML Paper Specification) format.

3. If Applicable, select **Compression Method**. This button is active only when an option other than [JPEG File for Each Page] is selected.
    - **Auto** - For black and white pages, this uses MMR when [Original Type] is [Photo & Text] or [Text], and MH when [Original Type] is [Photo]. JPEG is used for grayscale and color pages.
    - **Manual Select** - Allows you to manually select a compression method for black and white pages. JPEG will be used for grayscale and color pages.
        - **Black and White Pages** - Select a compression method for black and white pages from [MH], [MMR], [JBIG2 (Arithmetic Code)], and [JBIG2 (Huffman Code)].

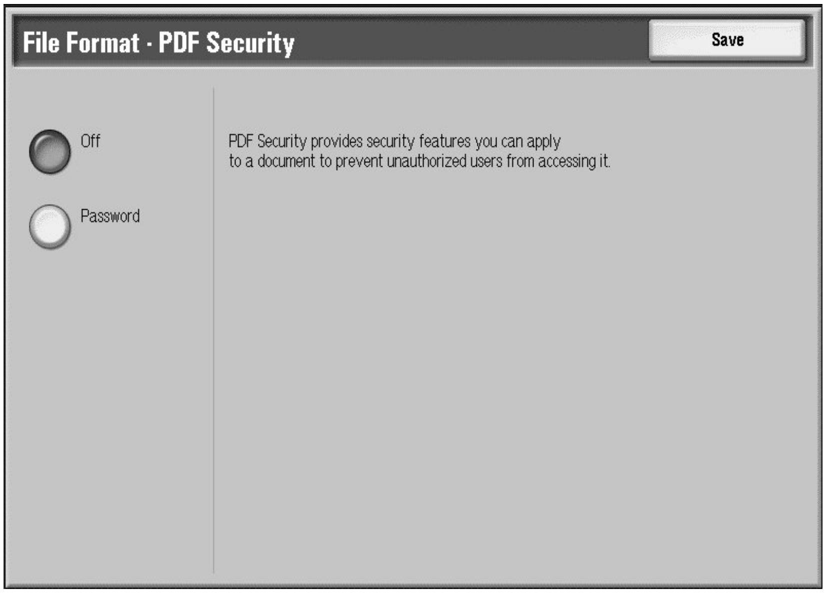
NOTE: *The higher the compression rate, the smaller the file size and the poorer the image quality.*

4. Select **Save**. The view returns to the **File Format** screen.
5. Select **Save**. The view returns to the **File Format** screen.
6. Select **Save** to save the changes.

PDF Security

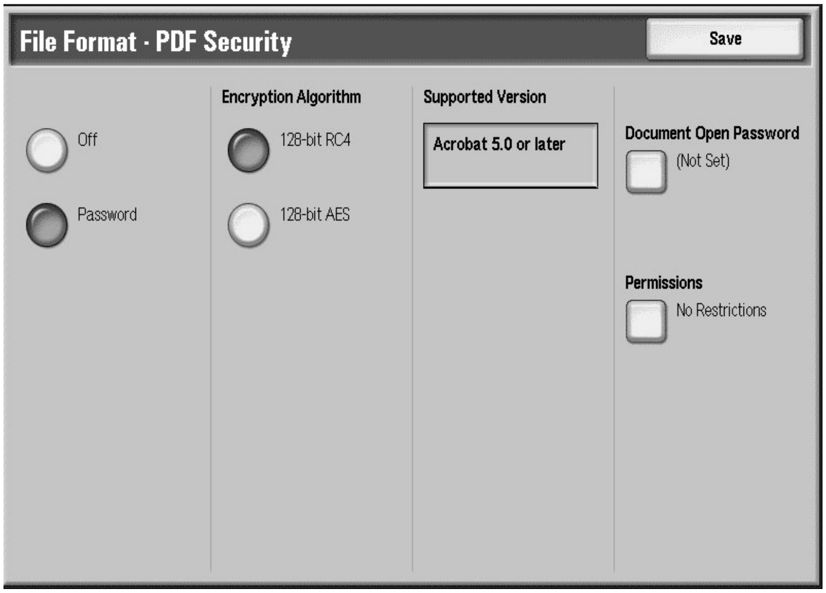
When applicable, you can set the security password for created PDF files:

1. Select **PDF Security**.



PDF Security provides security features you can apply to a document to prevent unauthorized users from accessing it.

2. Select **Password**.



File Format - PDF Security

○ Off
● Password

Encryption Algorithm
● 128-bit RC4
○ 128-bit AES

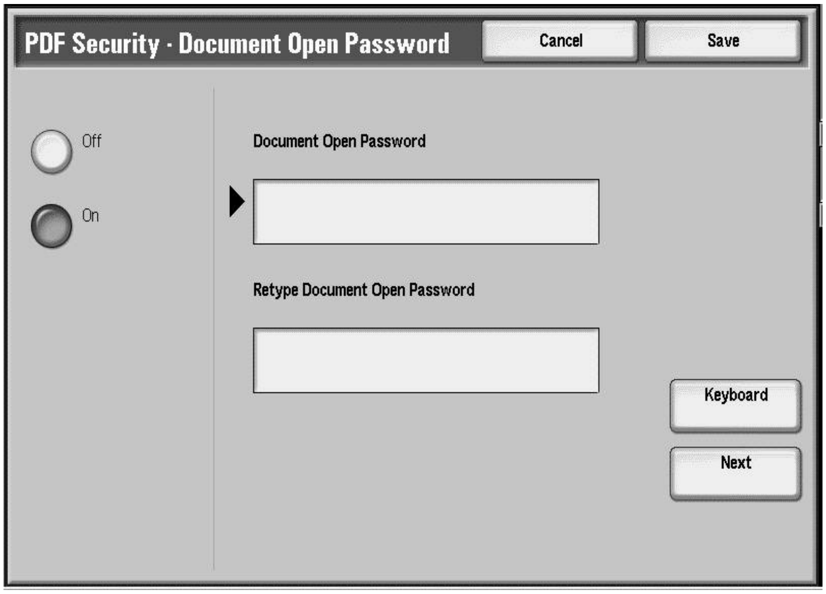
Supported Version
Acrobat 5.0 or later

Document Open Password
☐ (Not Set)

Permissions
☐ No Restrictions

3. Select the desired **Encryption Alogrithm.**

4. Select **Document Open Password** and select **On**.



PDF Security - Document Open Password

○ Off
● On

Document Open Password

Retype Document Open Password

5. Enter the document-open password.

6. Select **Save**.

7. Select **Next** and perform steps 4 and 5 again.

8. Select **Save**. The view is returned to the **File Format** screen.

PDF Signature

__NOTE:__ In order for this feature to be functional, a certificate needs to have been previously set by the System Administrator. (See Administration Guide)

Allows you to add a signature to your PDF file so that the document's authenticity can be definitively proven, preventing false and fake documents from being presented as authentic documents.

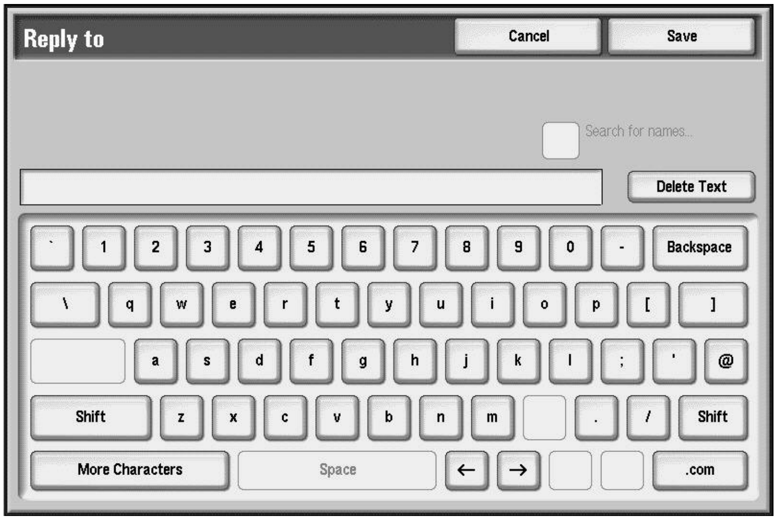
When applicable, you can set the **PDF Signature** feature:

1. Select **MRC High Compression**.
2. Select **On** or **Off**.
3. Select **Save**. The view is returned to the **File Format** screen.

Reply to

Use the **Reply to...** feature to specify or search for a reply recipient.

1. From the **E-mail Options** tab, select **Reply to...**

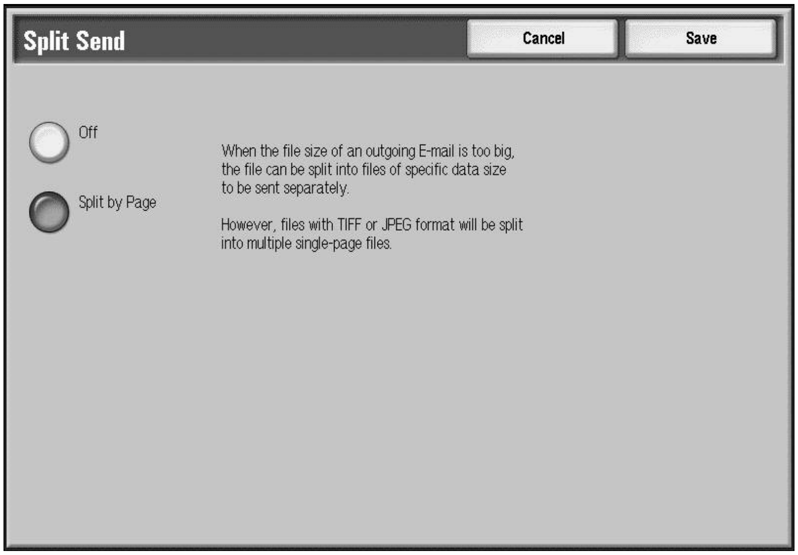

Reply to
Cancel
Save
Search for names...
Delete Text
` 1 2 3 4 5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p [ ]
a s d f g h j k l ; ' @
Shift z x c v b n m . / Shift
More Characters
Space
←
→
.com

2. Use the keyboard to enter or search for the applicable reply-to name.
3. Select **Save** to save the changes.

Split Send

When the file size of an outgoing E-mail is too big, the file can be split into files of specific data size to be sent separately.

1. From the **E-mail Options** tab, select **Split Send...**



When the file size of an outgoing E-mail is too big, the file can be split into files of specific data size to be sent separately.

However, files with TIFF or JPEG format will be split into multiple single-page files.

2. Select **Off** or **Split by Page**.
3. Select **Save** to save the changes.

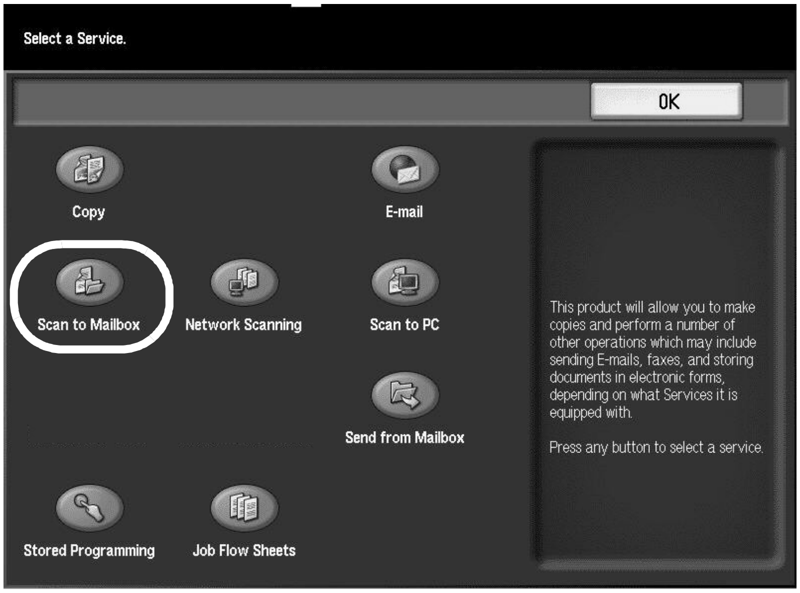
Scan to Mailbox

You can scan documents on the machine and save the scanned data to a mailbox on the machine.

KEY POINT: To use this feature, the mailbox must already exist. See Chapter 4, Computer operations for instructions for creating a Mailbox.

NOTE: *If a password is set for the specified mailbox, you must enter the password and select **Confirm**. If you have forgotten the password, the System Administrator can reconfigure the mailbox password in System Administration mode.*

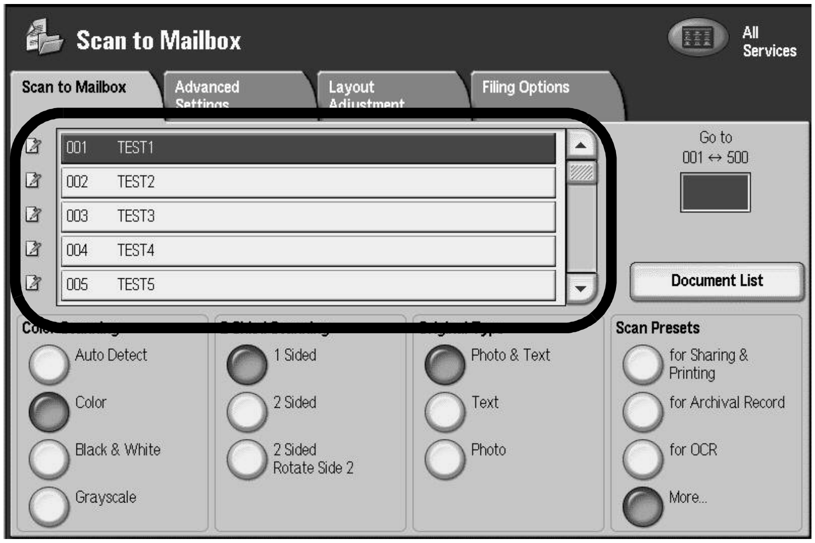
1. On the **All Services** screen, select **Scan to Mailbox**.


Select a Service.
OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

2. If the previous settings are still displayed, press the **Clear All** button on the control panel.
3. Specify the mailbox where the scan is to be saved.


Scan to Mailbox
All Services
Scan to Mailbox
Advanced Settings
Layout Adjustment
Filing Options
001 TEST1
002 TEST2
003 TEST3
004 TEST4
005 TEST5
Go to
001 ↔ 500
Document List
Auto Detect
Color
Black & White
Grayscale
1 Sided
2 Sided
2 Sided Rotate Side 2
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

4. Select the applicable scanning options from the bottom portion of the screen. (See “Generic Scan Screen Features” on page 3-2)
5. If a password is set for the specified mailbox selected, you must enter the password and select **Confirm**.
6. To access the documents in the mailbox, select **Document List**. (See “Using the Document List” on page 3-29)
7. If appropriate, select features to configure from each tab.
8. Press **Start** on the control panel.

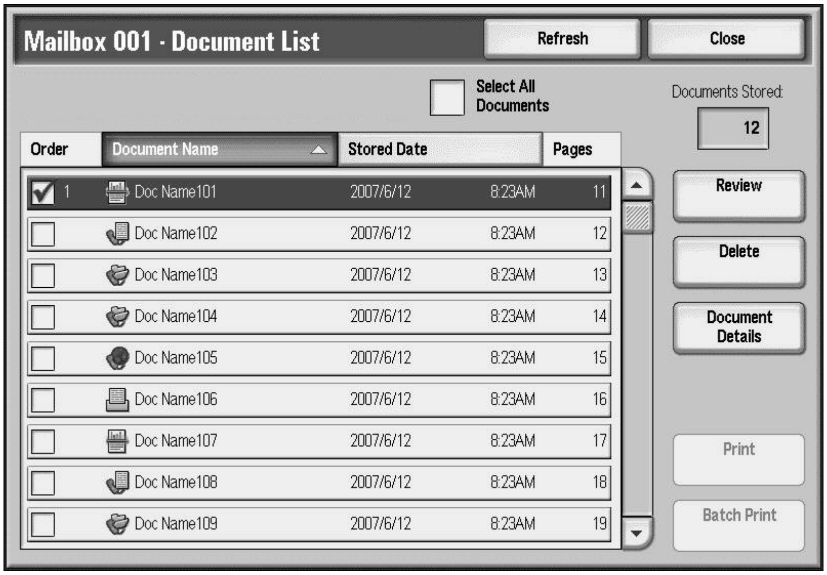
For information about each of the tab features, refer to the following sections:

- **Advanced Settings** (See “Advanced Settings tab” on page 3-13)
- **Layout Adjustment** (See “Layout Adjustment tab” on page 3-18)
- **Filing Options** (See “Filing Options tab” on page 3-31)

Using the Document List

There are several features available from the **Document List**. You can confirm or delete documents stored inside the mailbox.

1. From the **Scan to Mailbox** screen, select **Document List**.



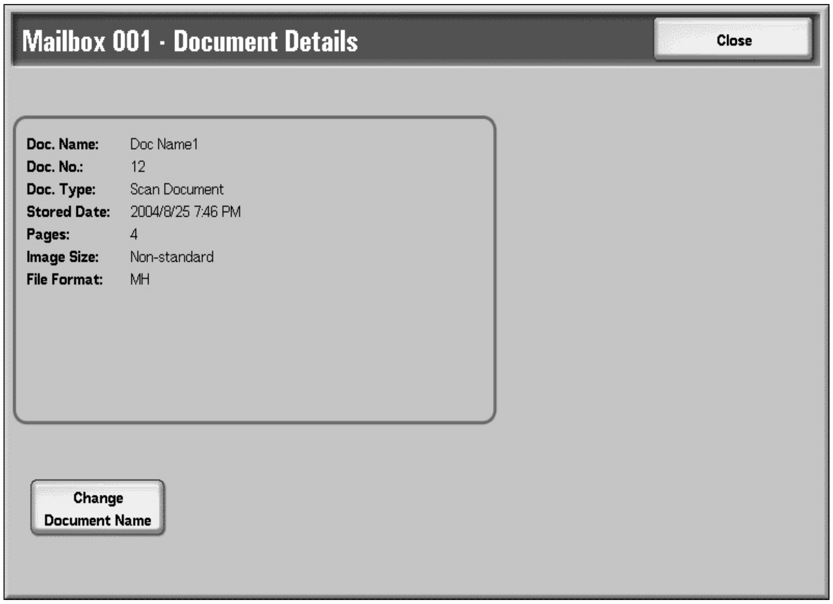
☐ Select All Documents

Documents Stored: 12

Order	Document Name	Stored Date		Pages
☑ 1	Doc Name101	2007/6/12	8:23AM	11
☐	Doc Name102	2007/6/12	8:23AM	12
☐	Doc Name103	2007/6/12	8:23AM	13
☐	Doc Name104	2007/6/12	8:23AM	14
☐	Doc Name105	2007/6/12	8:23AM	15
☐	Doc Name106	2007/6/12	8:23AM	16
☐	Doc Name107	2007/6/12	8:23AM	17
☐	Doc Name108	2007/6/12	8:23AM	18
☐	Doc Name109	2007/6/12	8:23AM	19

2. Use the scroll bar to navigate the document list.
3. Select the applicable document from the displayed list.

4. Select the applicable features from the **Document List** screen:
   - Selecting **Refresh** displays an updated document list with any newly scanned data.
   - Selecting the **Document Name** or **Stored Date** column-heading sorts documents in ascending or descending order by that column.
   - Selecting **Review** displays the document-list settings for the selected document.
   - Selecting **Select All** selects the all the document in the list.
   - Selecting **Delete** removes the selected document(s) from the list. This must be confirmed on the **Delete Documents** screen before the selected document can be removed.
5. If applicable, select **Document Details** to display the details for the selected document.



Mailbox 001 - Document Details

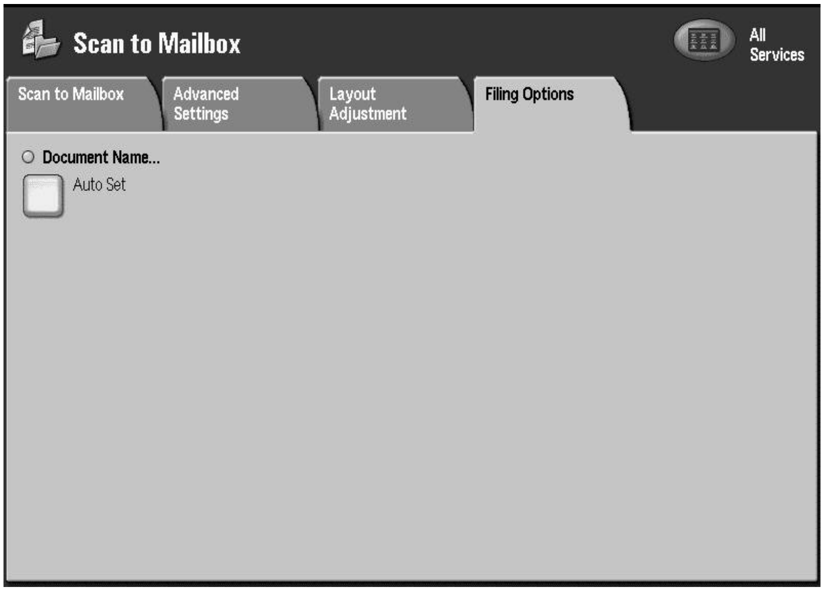
Doc. Name: Doc Name1
Doc. No.: 12
Doc. Type: Scan Document
Stored Date: 2004/8/25 7:46 PM
Pages: 4
Image Size: Non-standard
File Format: MH

6. Select **Change Document Name** to edit the existing name using the displayed keyboard.
7. Select **Save** to print the stored document.
8. Select **Close** from the **Document Details** screen to return to the **Doccument List** screen.

Filing Options tab

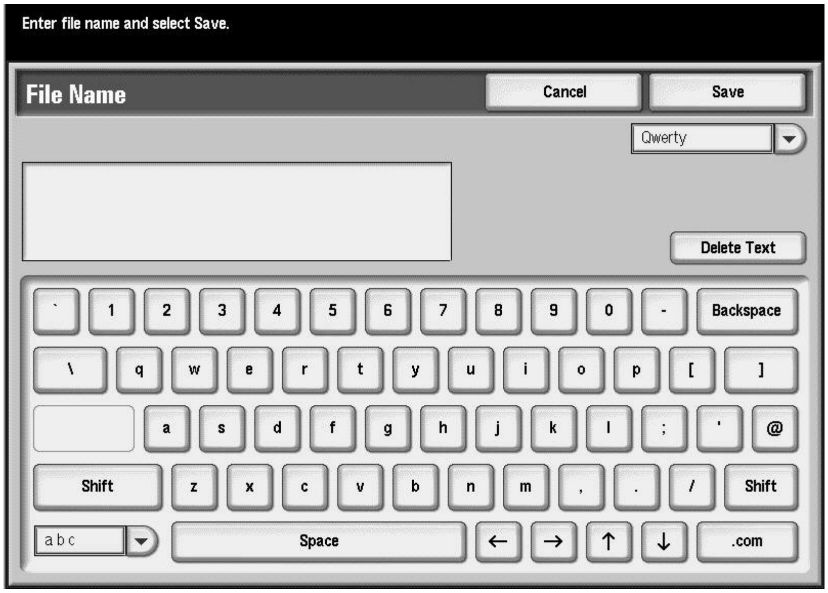
You can use the on-screen keyboard to enter and save a document file-name for the document that is being scanned from the **Filing Options** tab.

1. Select the **Filing Options** tab.



Scan to Mailbox
All Services
Scan to Mailbox
Advanced Settings
Layout Adjustment
Filing Options
○ Document Name...
Auto Set

2. Select **Document Name...**



Enter file name and select Save.

File Name
Cancel
Save
Qwerty
Delete Text
` 1 2 3 4 5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p [ ]
a s d f g h j k l ; ' @
Shift z x c v b n m , . / Shift
a b c
Space
← → ↑ ↓
.com

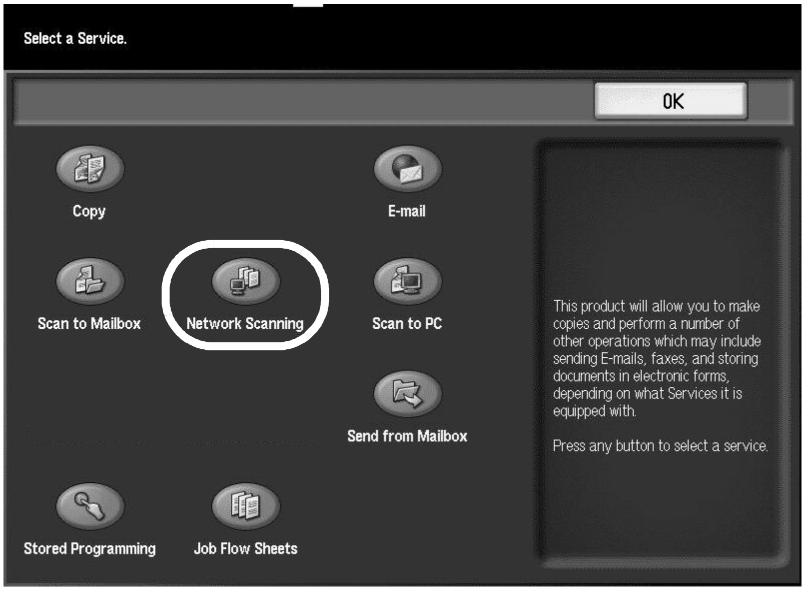
3. Use the keyboard to enter the applicable file name.
4. Select **Save** to save the changes.

For more information about Mailbox creation, refer to “Local Disk/ Mailbox” in the System Administration Guide or ask your System Administrator for help.

Network Scanning

The scanned document is stored on the machine's hard drive and then transmitted automatically to a networked computer (server), using a Job Template (See "Job template" on page 3-38).

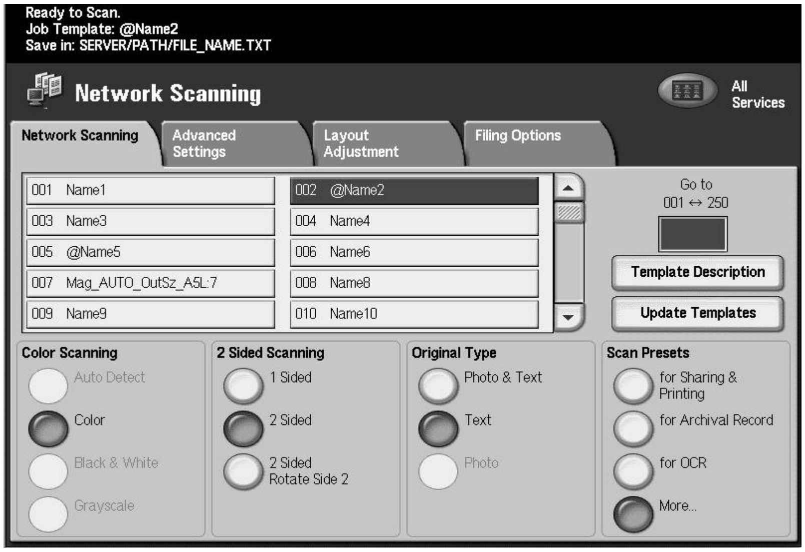
You can access the Network Scanning feature by the selecting **Network Scanning** button from the **All Services** screen.


Select a Service.
OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

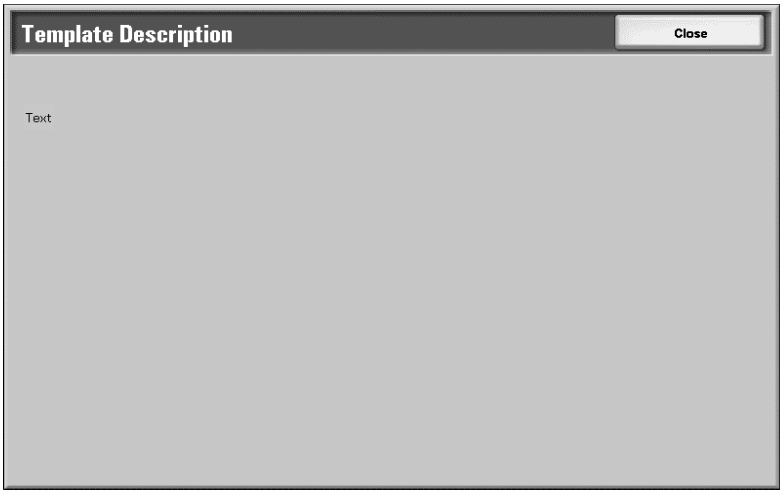
1. Select **Network Scanning** from the **All Services** screen.


Ready to Scan.
Job Template: @Name2
Save in: SERVER/PATH/FILE_NAME.TXT

Network Scanning
All Services
Network Scanning
Advanced Settings
Layout Adjustment
Filing Options
001 Name1
002 @Name2
003 Name3
004 Name4
005 @Name5
006 Name6
007 Mag_AUTO_OutSz_A5L:7
008 Name8
009 Name9
010 Name10
Go to
001 ↔ 250
Template Description
Update Templates
Color Scanning
○ Auto Detect
● Color
○ Black & White
○ Grayscale
2 Sided Scanning
○ 1 Sided
● 2 Sided
○ 2 Sided Rotate Side 2
Original Type
○ Photo & Text
● Text
○ Photo
Scan Presets
○ for Sharing & Printing
○ for Archival Record
○ for OCR
● More...

2. Specify a Job Template from the list displayed.
3. Use the **up** and **down** buttons to navigate the list.
4. If you know the applicable template number, you can enter the Job Template Number in the **Go to** text box using the numeric keypad on the control panel.
5. Select **Update Templates** to refresh the template list, if a recently created template does not appear on the list.

6. Select **Template Description** to display a description of the Job Template. A description only appears if it has been set when the Job Template was created.



Text

7. Select the applicable scanning options from the bottom portion of the screen. (See “Generic Scan Screen Features” on page 3-2)
8. If appropriate, select features to configure from each tab.
9. Press **Start** on the control panel.

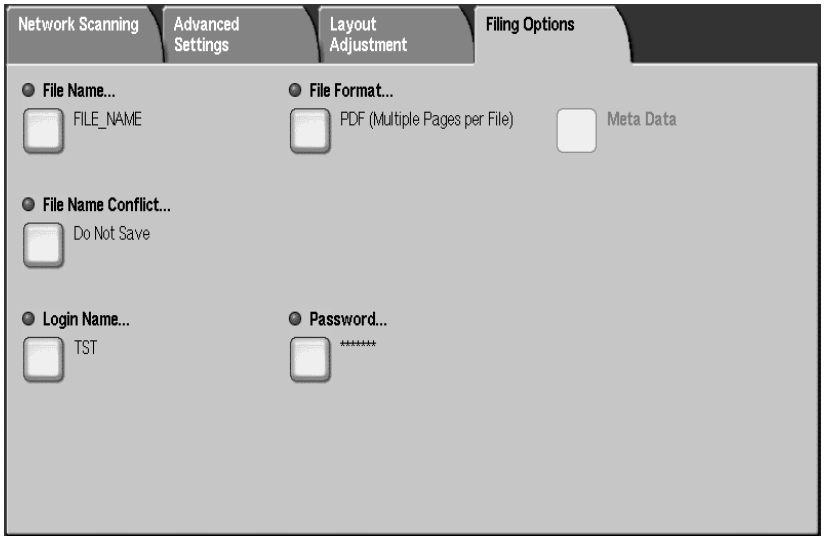
For information about each of the tab features, refer to the following sections:

- **Advanced Settings** (See “Advanced Settings tab” on page 3-13)
- **Layout Adjustment** (See “Layout Adjustment tab” on page 3-18)
- **Filing Options** (See “Filing Options tab” on page 3-34)

Filing Options tab

You can use the **Filing Options** tab to set and save the various filing options.

1. Select the **Filing Options** tab.


Network Scanning
Advanced Settings
Layout Adjustment
Filing Options
Meta Data

File Name... FILE_NAME

File Format... PDF (Multiple Pages per File)

File Name Conflict... Do Not Save

Login Name... TST

Password... *******

2. Select **File Name...** to set the name of the scanned file using the displayed keyboard.
3. Select **Save**.
4. Select **File Format...** to set the various formats available. (See “File Format” on page 3-35)
5. Select **File Name Conflict...** to resolve a File Name conflict. (See “File Name Conflict” on page 3-37)
6. Enter Login Name password.

File Format

You can select the applicable file scanning format by using the **File Format** option.

NOTE: *The number of format features available varies between formats. If a feature is not available for the specified format, it is either not displayed or displayed as 'greyed-out' and not selectable.*

1. From the **Filing Options** tab, select **File Format...**
2. Select the applicable file format:
    - **TIFF/JPEG Auto Select**: Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in JPEG format, and monochrome scanned images are saved in TIFF format.
    - **PDF Images Multiple Pages per File**: Saves multiple pages into a single file in PDF format.
    - **PDF/A:** Saves scanned data in the PDF/A format; PDF/A format is used primarily for archiving and long-term preservation.
    - **Optimize PDF for fast web**: *If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.*

NOTE: *The* ***Optimize PDF for Fast Web View*** *feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.*

Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names--or URLs--to the files at less than 256 characters.

- **TIFF File for Each Page**: Saves each page into a different file in TIFF format.
- **mTIFF Multiple Pages per File**: Saves multiple pages into a single file in TIFF format.
- **JPEG File for Each Page**: Saves each page into a different file in JPEG format.

***NOTE:** [JPEG File for Each Page] is not available when [Color Scanning] is set to [Black & White].*

- **XPS**: Saves multiple pages into a single file in XPS (XML Paper Specification) format.

3. If Applicable, select **Compression Method**. This button is active only when an option other than [JPEG File for Each Page] is selected.
   - **Auto** - For black and white pages, this uses MMR when [Original Type] is [Photo & Text] or [Text], and MH when [Original Type] is [Photo]. JPEG is used for grayscale and color pages.
   - **Manual Select** - Allows you to manually select a compression method for black and white pages. JPEG will be used for grayscale and color pages.
     - **Black and White Pages** - Select a compression method for black and white pages from [MH], [MMR], [JBIG2 (Arithmetic Code)], and [JBIG2 (Huffman Code)].

***NOTE:** The higher the compression rate, the smaller the file size and the poorer the image quality.*

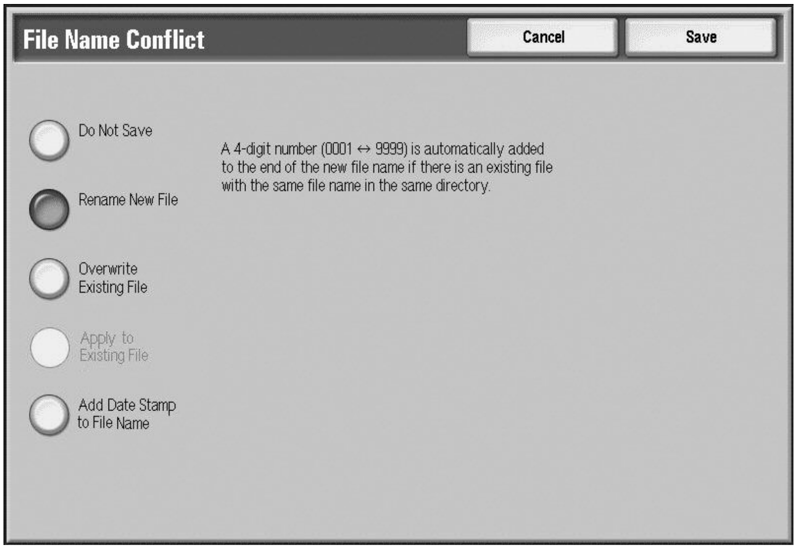
4. Select **Save**. The view returns to the **File Format** screen.
5. Select **Save**. The view returns to the **File Format** screen.

Select **Save** to save the changes.

File Name Conflict

You can resolve a file-name conflict by using the **File Name Conflict** option.

1. Select the **Filing Options** tab.
2. Select the **File Name Conflict** option.



○ Do Not Save

● Rename New File

○ Overwrite Existing File

○ Apply to Existing File

○ Add Date Stamp to File Name

A 4-digit number (0001 ↔ 9999) is automatically added to the end of the new file name if there is an existing file with the same file name in the same directory.

3. Select the appropriate option:

- **Do Not Save**: Cancels the scan operation so that you may enter another file name.
- **Rename New File**: Attaches a 4-digit number (0000-9999) to the end of the duplicate file name and saves the file in the same directory.
- **Overwrite Existing File**: Deletes the existing file with the duplicate file name and saves the new file with the specified file name in the same directory.
- **Append to Existing File**: Adds a newly scanned file to the existing file.

NOTE: *This button is displayed only when [Network Scanning: is selected, and is selectable when [TIFF for Each Page] or [JPEG File for Each Page] is selected for [File Format] on the [E-mail Options] or [Filing Options] tab.*

- **Add Date Stamp to File Name**: Adds the current date to the name of the new file.

NOTE: *This button is displayed only when [Network Scanning] is selected.*

4. Select **Save**.

Job template

The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

A job template can be created remotely using CentreWare or a Network Scanning server application such as the EFI Controller. According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server. For information on how to program a job template, refer to **Network Scanning** in Chapter 3 of the System Administration Guide.

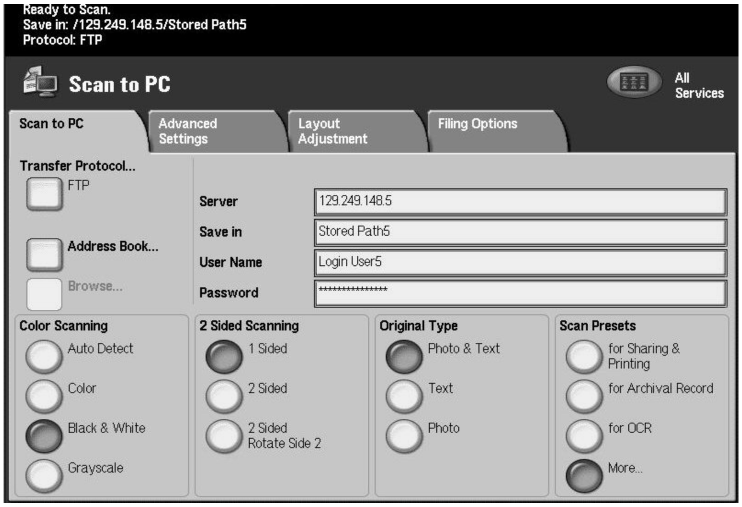
NOTE: *You can create a maximum of 500 Job Templates.*

Scan to PC

You can convert scanned data to TIFF, DocuWorks, or PDF formats, and then use the FTP or SMB protocols to send the data to a computer on the network.

NOTE: *A shared folder for saving scanned documents needs to be created on the computer before you can scan the document.*

1. From the **All Services** screen, select **Scan to PC**.



Ready to Scan.
Save in: /129.249.148.5/Stored Path5
Protocol: FTP

Server: 129.249.148.5
Save in: Stored Path5
User Name: Login User5
Password: ***************

Color Scanning
- ○ Auto Detect
- ○ Color
- ● Black & White
- ○ Grayscale

2 Sided Scanning
- ● 1 Sided
- ○ 2 Sided
- ○ 2 Sided Rotate Side 2

Original Type
- ● Photo & Text
- ○ Text
- ○ Photo

Scan Presets
- ○ for Sharing & Printing
- ○ for Archival Record
- ○ for OCR
- ● More...

2. Specify a **Transfer Protocol** (See “Transfer Protocol” on page 3-39).

3. Set and save the Address Book attributes by selecting **Address Book...** (See “Address Book” on page 3-40)

4. Select the applicable scanning options from the bottom portion of the screen. (See “Generic Scan Screen Features” on page 3-2)

5. As applicable, select features to configure from the **Advanced Settings**, **Layout Adjustment**, and **Filing Options** tabs.
6. Press **Start** on the control panel.

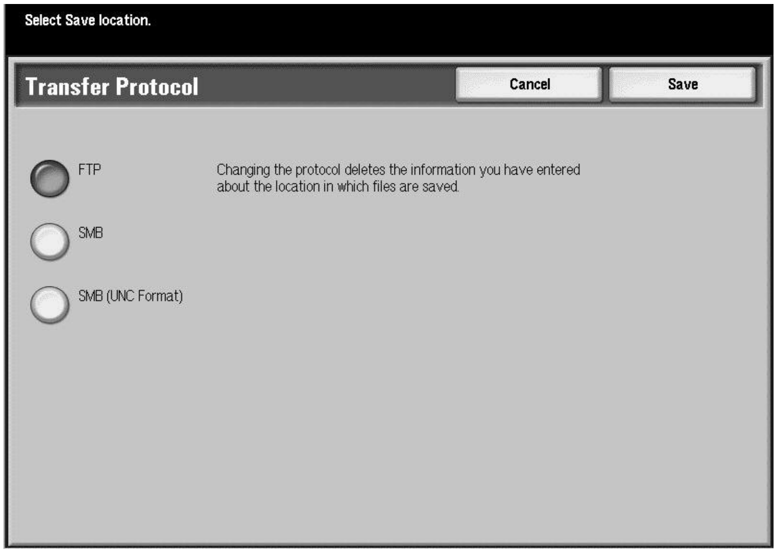
For information about each of the tab features, refer to the following sections:

- **Advanced Settings (See “Advanced Settings tab” on page 3-13)**
- **Layout Adjustment (See “Layout Adjustment tab” on page 3-18)**
- **Filing Options** (See “Filing Options tab” on page 3-34)

For information about how to configure the setup from the computer, refer to the manual provided with the computer operating systems.

Transfer Protocol

1. From the **Scan to PC** tab, select **Transfer Protocol...**



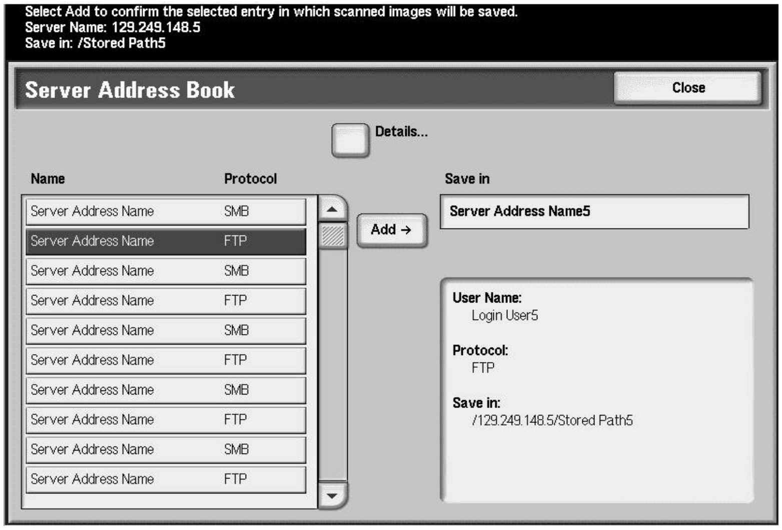
Changing the protocol deletes the information you have entered about the location in which files are saved.

2. Select **FTP**, **SMB**, or **SMB (UNC Format)** as a forwarding protocol.
3. Select **Save**.

Address Book

From the address book, you can select a server to save the scanned files to.

1. From the **Scan to PC** tab, select **Address Book...**



Select Add to confirm the selected entry in which scanned images will be saved.
Server Name: 129.249.148.5
Save in: /Stored Path5

Name	Protocol
Server Address Name	SMB
Server Address Name	FTP
Server Address Name	SMB
Server Address Name	FTP
Server Address Name	SMB
Server Address Name	FTP
Server Address Name	SMB
Server Address Name	FTP
Server Address Name	SMB
Server Address Name	FTP

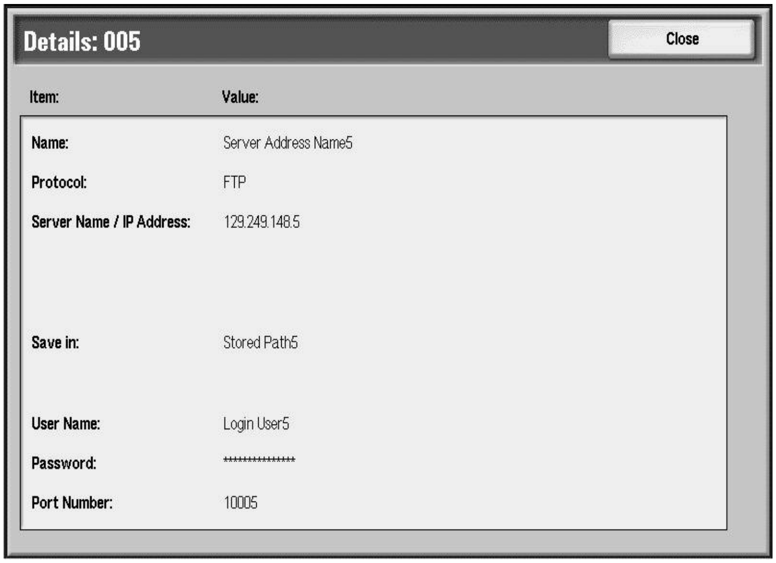
Save in: Server Address Name5

User Name:
Login User5

Protocol:
FTP

Save in:
/129.249.148.5/Stored Path5

2. Use the **up** and **down** buttons to navigate the list.
3. Select a **Name** from the list and **Add**. The server name appears in the **Save in** box.
4. Select **Details...** and verify the related information.



Item:	Value:
Name:	Server Address Name5
Protocol:	FTP
Server Name / IP Address:	129.249.148.5
Save in:	Stored Path5
User Name:	Login User5
Password:	***************
Port Number:	10005

5. Select **Close**.

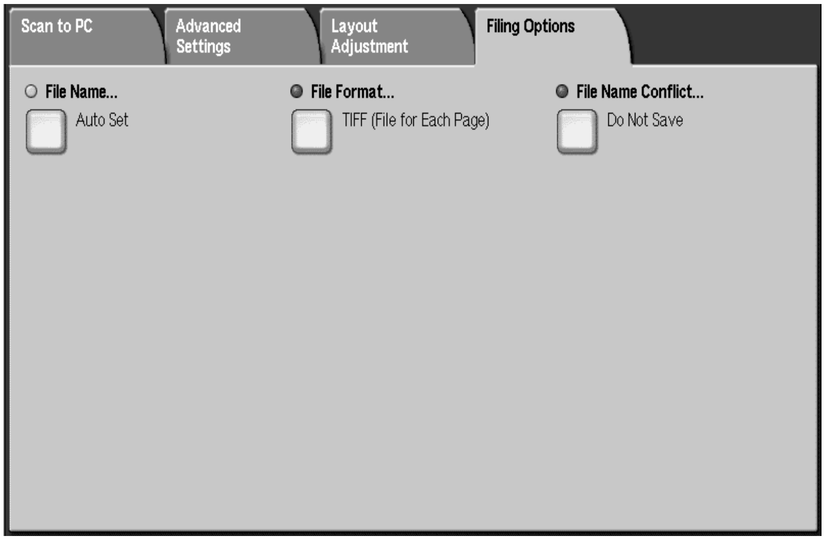
KEY POINT: You can only use recipients configured for SMB or FTP. Mail recipients are not available.

For information about configuring the Address Book, refer to "Address Book" in the System Administration Guide or contact your System Administrator for help.

Filing Options tab

You can use the **Filing Options** tab to set and save the various filing options.

1. Select the **Filing Options** tab.


Scan to PC
Advanced Settings
Layout Adjustment
Filing Options

○ File Name... Auto Set

● File Format... TIFF (File for Each Page)

● File Name Conflict... Do Not Save

2. Select **File Name...** to set the name of the scanned file using the displayed keyboard.
3. Select **Save**.
4. Select **File Format...** to set the various formats available. (See “File Format” on page 3-42)
5. Select **File Name Conflict...** to resolve a File Name conflict. (See “File Name Conflict” on page 3-45)

File Format

You can select the applicable file scanning format by using the **File Format** option.

NOTE: *The number of format features available varies between formats. If a feature is not available for the specified format, it is either not displayed or displayed as 'greyed-out' and not selectable.*

1. From the **Filing Options** tab, select **File Format...**
2. Select the applicable file format:
    - **TIFF/JPEG Auto Select**: Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in JPEG format, and monochrome scanned images are saved in TIFF format.
    - **PDF Images Multiple Pages per File**: Saves multiple pages into a single file in PDF format.
    - **PDF/A:** Saves scanned data in the PDF/A format; PDF/A format is used primarily for archiving and long-term preservation.
    - **Optimize PDF for fast web**: *If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.*

NOTE: *The* ***Optimize PDF for Fast Web View*** *feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.*

Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names--or URLs--to the files at less than 256 characters.

- **TIFF File for Each Page**: Saves each page into a different file in TIFF format.
- **mTIFF Multiple Pages per File**: Saves multiple pages into a single file in TIFF format.
- **JPEG File for Each Page**: Saves each page into a different file in JPEG format.

***NOTE:** [JPEG File for Each Page] is not available when [Color Scanning] is set to [Black & White].*

- **XPS**: Saves multiple pages into a single file in XPS (XML Paper Specification) format.

3. If Applicable, select **Compression Method**. This button is active only when an option other than [JPEG File for Each Page] is selected.
   - **Auto** - For black and white pages, this uses MMR when [Original Type] is [Photo & Text] or [Text], and MH when [Original Type] is [Photo]. JPEG is used for grayscale and color pages.
   - **Manual Select** - Allows you to manually select a compression method for black and white pages. JPEG will be used for grayscale and color pages.
     - **Black and White Pages** - Select a compression method for black and white pages from [MH], [MMR], [JBIG2 (Arithmetic Code)], and [JBIG2 (Huffman Code)].

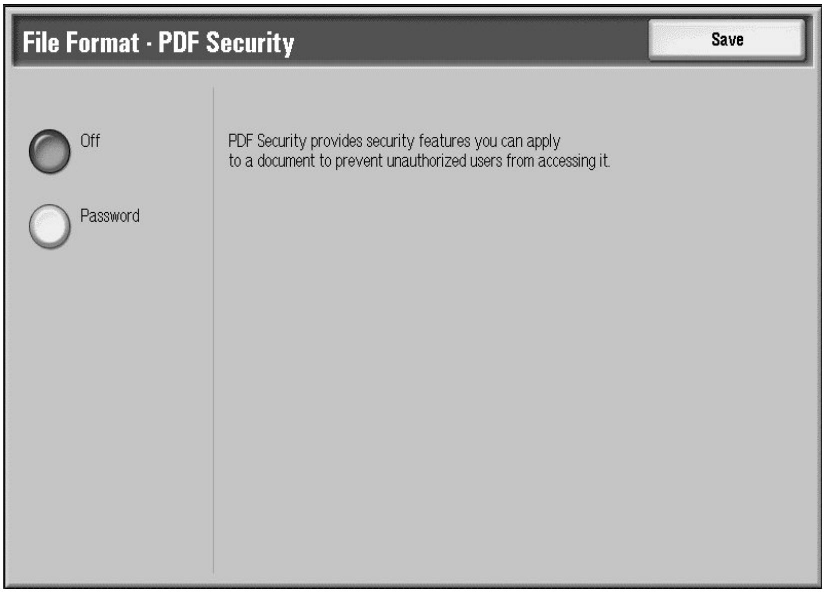
***NOTE:** The higher the compression rate, the smaller the file size and the poorer the image quality.*

4. Select **Save**. The view returns to the **File Format** screen.
5. Select **Save**. The view returns to the **File Format** screen.
6. Select **Save** to save the changes.

PDF Security

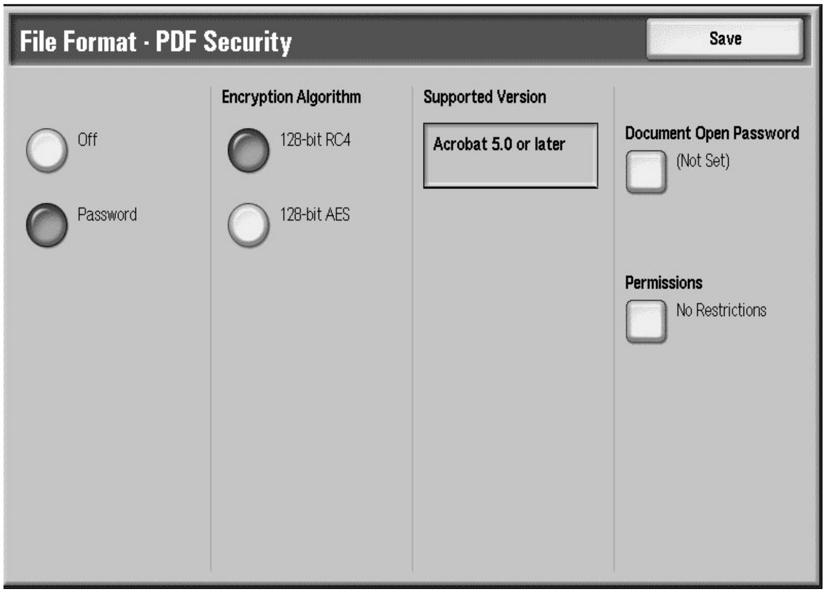
When applicable, you can set the security password for created PDF files:

1. Select **PDF Security**.

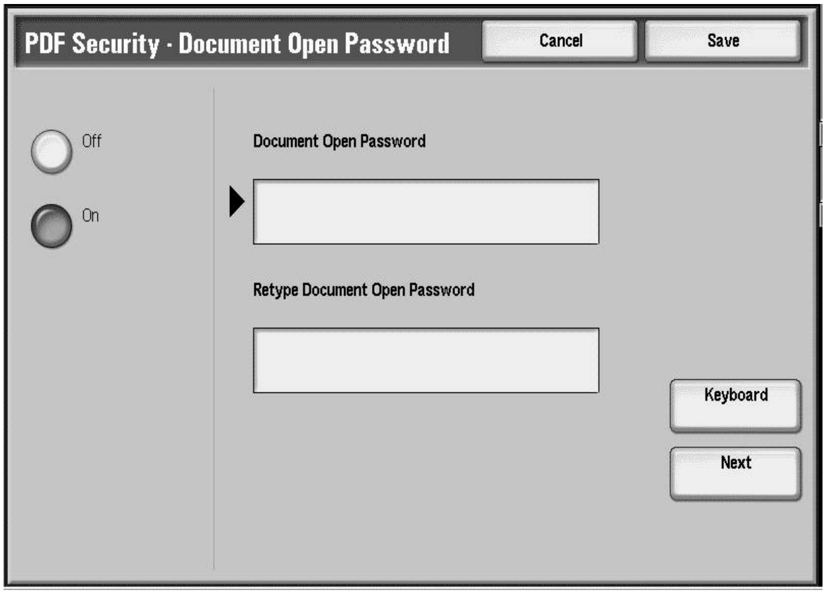


PDF Security provides security features you can apply to a document to prevent unauthorized users from accessing it.

2. Select **Password**.


File Format - PDF Security
Save
○ Off
● Password
Encryption Algorithm
● 128-bit RC4
○ 128-bit AES
Supported Version
Acrobat 5.0 or later
Document Open Password
☐ (Not Set)
Permissions
☐ No Restrictions

3. Select the desired **Encryption Alogrithm.**
4. Select **Document Open Password** and select **On**.


PDF Security - Document Open Password
Cancel
Save
○ Off
● On
Document Open Password
Retype Document Open Password
Keyboard
Next

5. Enter the document-open password.
6. Select **Save**.
7. Select **Next** and perform steps 4 and 5 again.
8. Select **Save**. The view is returned to the **File Format** screen.

PDF Signature

***NOTE:** In order for this feature to be functional, a certificate needs to have been previously set by the System Administrator. (See Administration Guide)*

Allows you to add a signature to your PDF file so that the document's authenticity can be definitively proven, preventing false and fake documents from being presented as authentic documents.

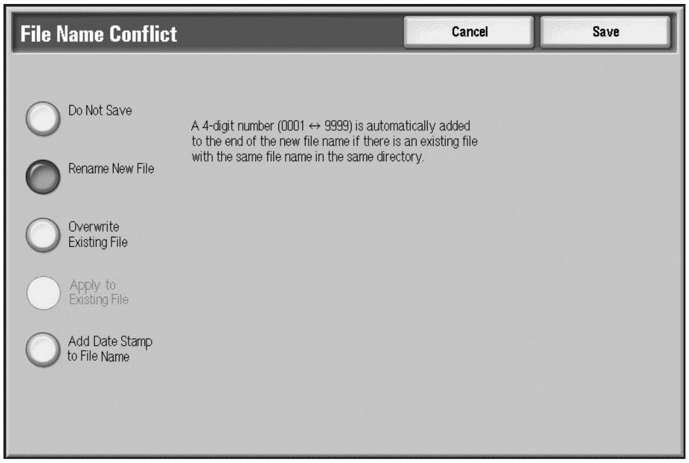
When applicable, you can set the **PDF Signature** feature:

1. Select **MRC High Compression**.
2. Select **On** or **Off**.
3. Select **Save**. The view is returned to the **File Format** screen.

File Name Conflict

You can resolve a file-name conflict by using the **File Name Conflict** option.

1. Select the **Filing Options** tab.
2. Select the **File Name Conflict** option.



A 4-digit number (0001 ↔ 9999) is automatically added to the end of the new file name if there is an existing file with the same file name in the same directory.

3. Select the appropriate option:
    - **Do Not Save**: Cancels the scan operation so that you may enter another file name.
    - **Rename New File**: Attaches a 4-digit number (0000-9999) to the end of the duplicate file name and saves the file in the same directory.
    - **Overwrite Existing File**: Deletes the existing file with the duplicate file name and saves the new file with the specified file name in the same directory.
4. Select **Save**.

Job template

The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

A job template can be created remotely using CentreWare. According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server. For information on how to program a job template, refer to the System Administration Guide.

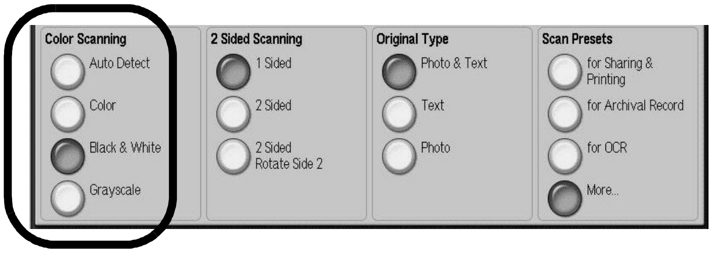
NOTE: *You can create a maximum of 500 Job Templates.*

Optional Color Scanner Kit

If you have the optional Color Scanner Kit installed, some of the screens on your machine will be different than those shown in this chapter. ***The differences will be noted where they occur and where they would impact scanning operation.***

The Color Scanner Kit allows E-mail, Scan to Mailbox, Network Scanning, and Scan to FTP/SMB scans to be in color. Note that scans for the Copy function are only in black and white since the this machine is a monochrome printer.

For reference, here is an example of the portion of the tabbed screens that shows the **Output Color** feature. This is only different whenever the optional Color Scanner Kit is installed, and replaces the **Darken/Lighten** feature.


Color Scanning
Auto Detect
Color
Black & White
Grayscale
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

The **Color Scanning** area contains these four buttons:

- **Auto Detect** - scans are made based on the content of the original
- **Color** - scans are made in full color, regardless of the content of the original
- **Black & White** - scans are made in black and white, regardless of the content of the original
- **Grayscale** - scans are made in grayscale, regardless of the content of the original

PDF Scan Kit

The PDF Scan Kit is an optional accessory for the Xerox 4112/4127 Copier/Printer (C/P). The PDF Scan Kit consists of hardware (additional memory) and software (licensing) that expands the capabilities of the standard scanning features, such as: Scan to PC, E-mail scanning, and Network Scanning.

KEY POINT: The Color Scan Kit must also be enabled in order to use the PDF Scan Kit. The Color Scan Kit combined with the PDF Scan Kit allows you to scan and create high compression and/or text searchable PDFs in full color.

NOTE: *The screens shown in this document may or may not reflect your machine's User Interface (UI). The screens may vary depending on your machine's configuration and marketplace. The screens shown here are a representation only.*

PDF Scan Kit benefits

The standard Xerox 4112/4127 C/P built-in Scan feature allows you to scan to mailbox, email, FTP/SMB, and other locations with standard scan settings. These standard scan settings enable high resolution scanning, which in turn creates a larger PDF file size. You can use lower resolution scans to minimize file size, but the scan quality can be impacted. The PDF Scan Kit enables more advanced compression technologies, such as MRC, JBIG2, MMR and MH that allow you to create compressed, high-quality files.

The PDF Scan Kit includes the following features, which are described in detail later in this section:

- **MRC High Compression** scanning
- **Searchable Text**

The PDF Scan Kit can be used with the following services: Scan to PC, Email and Network Scanning. An example of using each service with the PDF Scan Kit is presented later in this document.

Compression Scanning

Large files take up more storage space and take more time to transmit than compressed PDF files. There are numerous benefits to compressing files to PDF, but some of the most important benefits are:

- Compressed PDFs can be sent up to 10x faster than files that are not compressed.
- Compressed PDF files take up much less storage space on your system.
- When transferring compressed PDF files over the Internet or Intranet, you use less bandwidth.

When using the PDF Scan Kit, you have access to the following compression models:

- **MRC High Compression**: This feature, specific to the PDF Scan Kit, enables you to create high resolution, high quality compressed scans that allow for fast and efficient transport through networks without impacting the scanned image quality. For additional information, see; **MRC High Compression Scanning page 3-49.**

The following compression models apply to Black and White images, only. They are available when using the standard scan package as well as with the PDF Scan Kit.

- **MH**: Modified Huffman - (CCITT-G3) Lossless Fax compression for binary Black and White images, only. For Black & White pages, MH is used when Photo is selected as the Original Type.
- **MMR**: Modified Modified Read - (CCITT-G4) Lossless Fax compression for binary Black and White images, only. This is the default setting for Black and White jobs.
- **JBIG2**: Joint Binary Image Group v2 - The most recent replacement for the CCITT-G3/G4 binary Black and White lossless compression schemes. A scanned image can be compressed up to 10x smaller than with TIFF G4 (MMR). There are two sub categories:
  - **JBIG2-Arithmetic**: Arithmetic coding is a method of encoding data using a variable number of bits. The number of bits used to encode each symbol varies according to the probability assigned to that symbol.
  - **JBIG2-Huffman**: An extremely popular compression method for text-based data. Huffman coding uses an integral number of bits to encode a symbol.
- **JPEG**: Joint Photographic Experts Group - A compression method that is commonly used for images. Most JPEG compression is lossy. For Grayscale and Color images, JPEG is used to compress the image. JPEG resolution depends on system settings. See the System Administrator Guide or contact your system administrator for additional details.

NOTE: *Lossless data compression allows the same original data to be reconstructed from the compressed data. Lossless compression is used for data and text files. Lossy data compression does not produce exact reconstructions. Audio and video files often use lossy compression.*

MRC High Compression Scanning

MRC, or Mixed Raster Content, is a compression model that separates an image into three different layers: foreground, background, and mask. Each layer is compressed separately using the most appropriate type of compression for that data type and is later uncompressed and recombined based on the mask layer to restore the original image.This compression model is available only when using the PDF Scan Kit.

As an example, consider a document with text, photographs and graphical elements. Using the MRC High Compression model we might place photographic elements in the Background layer, colored graphical elements (including text color) in the Foreground layer, and text shapes (or other similar high frequency, high contrast elements) in the Mask layers. Since text carries visual information at high contrast and spatial frequency, it can be encoded as 1 bit per pixel at 600 spi. The values of 0 and 1 for the Mask layer indicate which of the two other layers should be used for reconstruction of the composite image.

In contrast to text, the accurate communication of photographic and colored graphical visual information requires fewer pixels per inch (lower spatial frequency), but requires more bits per pixel. To compress the image, we would use a binary and typically lossless algorithm, e.g., MMR, while the Background and Foreground layers would be compressed using a continuous tone, and typically, lossy algorithm, e.g., JPEG.

Using MRC High Compression will generally produce a smaller file size than using one of the other compression models. You can use MRC Compression on its own or with the other compression models for additional compression scenarios.

NOTE: *The following conditions should be considered when using the MRC High Compression feature:*

- *MRC High Compression is not available for Color Scanner Kit Black & White jobs.*
- *MRC High Compression is supported for 200 or 300 dpi scans, only.*
- *When MRC High Compression is designated, document type options are not available. The device automatically scans the document in the Text/Photo mode.*
- *Photographic paper scanning is not supported with the MRC High-Compression feature.*
- *PDF v1.3 is output in the MRC High Compression feature, and documents can be opened by Acrobat 4.x, or later. When JBIG2 is used for the compression method of the mask image, PDF v1.4 is output.*

Sample Scans using the PDF Scan Kit

The following 8.5 x 14” image was scanned on the 4127 Standard Color Scan using Scan to FTP - without the PDF Scan Kit. The resulting color scanned file size is 5.95MB. When scanning a Grayscale image, the scanned size is 1.19MB.

Urban
Travel
Dior
Paris
FOR VISITORS 2007
Welcome back!
Travel

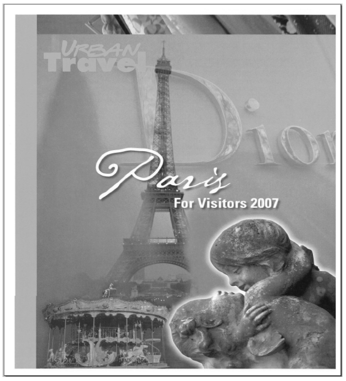
If the PDF Scan Kit is used when scanning this image, the following size reductions are achieved:

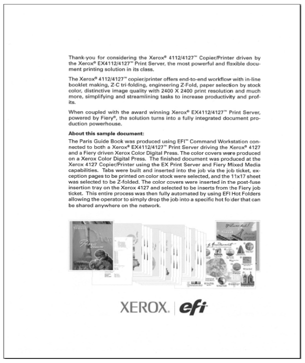
- High Compression File (with Auto compression) - 727K
- High Compression File (with MMR compression) - 403K
- High Compression File (with JBIG2 - arithmetic) - 401K
- High Compression File (with JBIG2 - Huffman) - 406K

High quality of the image is maintained with the added benefit of file size being reduced dramatically - in most cases the file size is reduced more than 10x. As you can see, file size reduction is especially dramatic when scanning color documents.

The next 2-page 8.5 x 11” document was scanned on the 4127 Standard Color Scan using Scan to FTP - without the PDF Scan Kit. The resulting file size for the color scan is 893K. For the Grayscale scan, the file size is 916K. Using the PDF scan Kit, the following results were achieved:

- With the MRC High Compression set to **On**, the size was reduced to 295K.
- If the document was scanned as Grayscale with MRC High Compression set to **On**, the size would be reduced to 251K.





Thank-you for considering the Xerox® 4112/4127™ Copier/Printer driven by the Xerox® EX4112/4127™ Print Server, the most powerful and flexible document printing solution in its class.

The Xerox® 4112/4127™ copier/printer offers end-to-end workflow with in-line booklet making, Z-C tri-folding, engineering Z-Fold, paper selection by stock color, distinctive image quality with 2400 X 2400 print resolution and much more, simplifying and streamlining tasks to increase productivity and profits.

When coupled with the award winning Xerox® EX4112/4127™ Print Server, powered by Fiery®, the solution turns into a fully integrated document production powerhouse.

About this sample document:

The Paris Guide Book was produced using EFI™ Command Workstation connected to both a Xerox® EX4112/4127™ Print Server driving the Xerox® 4127 and a Fiery driven Xerox Color Digital Press. The color covers were produced on a Xerox Color Digital Press. The finished document was produced at the Xerox 4127 Copier/Printer using the EX Print Server and Fiery Mixed Media capabilities. Tabs were built and inserted into the job via the job ticket, exception pages to be printed on color stock were selected, and the 11x17 sheet was selected to be Z-folded. The color covers were inserted in the post-fuse insertion tray on the Xerox 4127 and selected to be inserts from the Fiery job ticket. This entire process was then fully automated by using EFI Hot Folders allowing the operator to simply drop the job into a specific hot folder that can be shared anywhere on the network.

XEROX. | efi

The high quality of the image is maintained with the added benefit of file size being reduced substantially - in this case more than 3x.

Searchable Text

This feature allows you to scan text and generate PDFs that contain a layer of searchable text. The scanned document can then be transmitted using Scan to PC, E-mail or Network Scanning, where it can be searched, copied and pasted and commented on using Adobe Acrobat or Microsoft Word software. For security purposes the original document cannot be edited.

There are two selections that you can choose from the Searchable Text screen:

- **Image Only**: Scans and transmits images. The text is not searchable when using this option.
- **Searchable**: This feature allows you to scan a document that contains text, compress it and then transmit the resulting PDF file. The text is imbedded into the scanned file.

The following are a few examples which show the benefits of using the PDF Scan Kit's Searchable Text feature:

- Searchable text is useful when scanning documents that contain bulk text (e.g., user manuals, business reports, memos, legal documents, etc.) so that you can view and search them when using applications such as Adobe Acrobat Reader.
- Searchable text is useful for archiving scanned pages. As an example, once documents are scanned, you can search an entire archive for all documents that include the word "feather." Since the text is searchable, it is recognized by text search engines such as Google Desktop, Microsoft Windows, etc.
- You can send searchable PDF documents to colleagues for review and comment. They can then comment on the documents using Adobe Acrobat Reader commenting tools and then return the documents to you.
- You can scan numerous documents and then create a single PDF document using tools such as Adobe Acrobat Professional. It may be more convenient to have one single file than ten separate files.
- When sending images, the sent image can be cropped and then edited using imaging software such as Adobe Photoshop or SnagIt. For security purposes, the original image cannot be edited.

Using the PDF Scan Kit

The PDF Scan Kit can be used with Scan to PC, Email and Network Scanning.

- **Scan to PC using the PDF Scan Kit page 3-52**
- **E-mail using the PDF Scan Kit page 3-56**
- **Network Scanning using the PDF Scan Kit page 3-59**

NOTE: *The Color Scan Kit must also be enabled in order to use the PDF Scan Kit.*

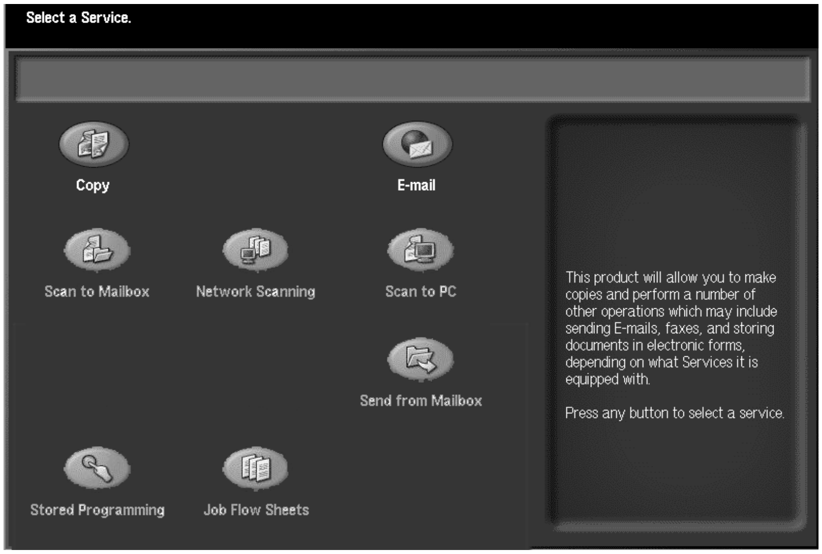
Scan to PC using the PDF Scan Kit

Scan to PC allows you to convert scanned data to TIFF, DocuWorks, or PDF formats, and then use the FTP or SMB protocols to send the data to a computer on the network.

NOTE: *A shared folder for saving scanned documents needs to be created on the computer before you can scan the document. For additional information about Scan to PC, see the User Guide. See your system Administrator to set up FTP/SMB addresses.*

In this example, a 26-page document with both text and images will be compressed with searchable text and sent to an FTP location. The original scanned black and white document is 2.15MB.

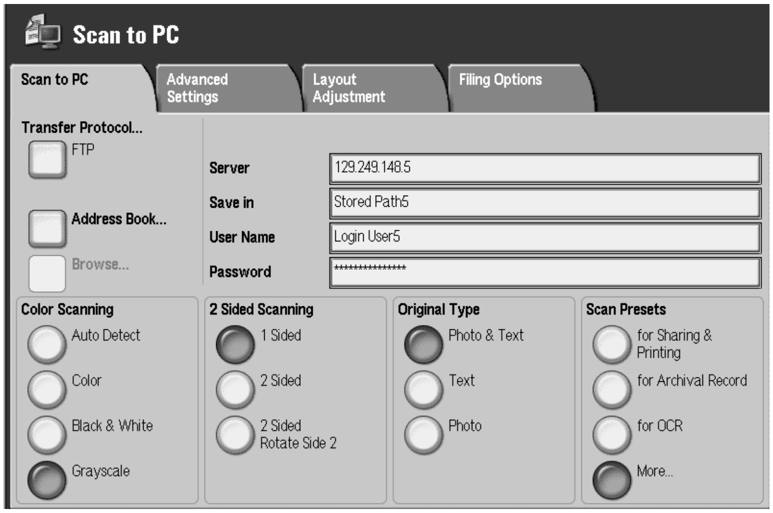
1. From the Services screen, select **Scan to PC**.



This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

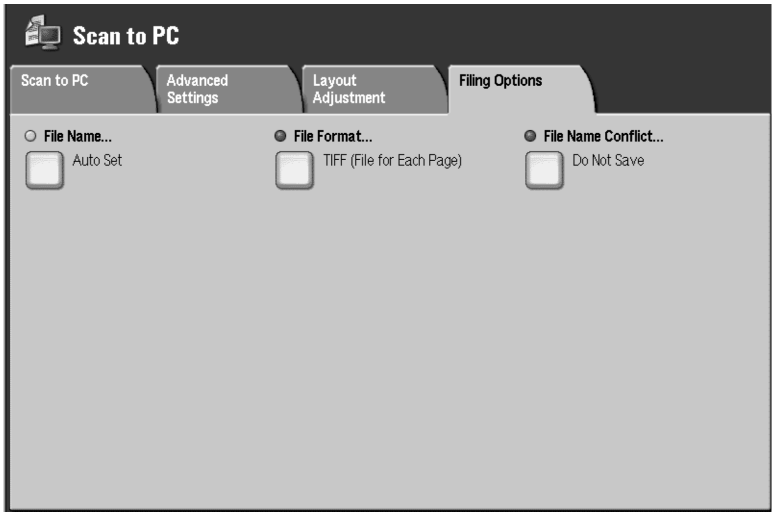
Press any button to select a service.

2. From the menu within the Address Book, select the FTP address that you want to use to send the document.
3. From the Color Scanning menu, select **Grayscale**.


Scan to PC
Scan to PC
Advanced Settings
Layout Adjustment
Filing Options
Transfer Protocol...
FTP
Address Book...
Browse...
Color Scanning
Auto Detect
Color
Black & White
Grayscale
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

Server 129.249.148.5
Save in Stored Path5
User Name Login User5
Password ***************

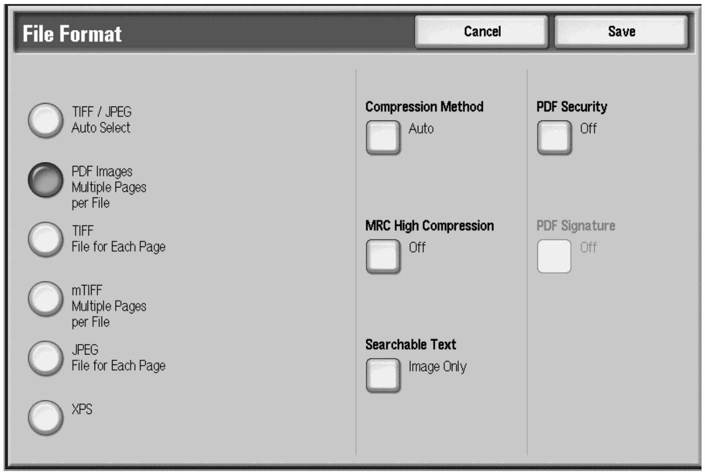
4. Press the Filing Option tab.
5. Press the **File Format** button.


Scan to PC
Scan to PC
Advanced Settings
Layout Adjustment
Filing Options

File Name... Auto Set
File Format... TIFF (File for Each Page)
File Name Conflict... Do Not Save

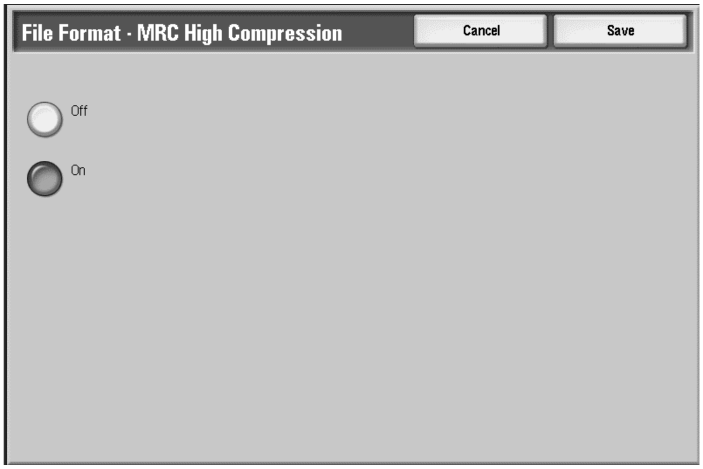
6. Select **PDF Images (Multiple Pages per File).**

7. To set compression, select the **MRC High Compression** button.



File Format
Cancel
Save
TIFF / JPEG Auto Select
PDF Images Multiple Pages per File
TIFF File for Each Page
mTIFF Multiple Pages per File
JPEG File for Each Page
XPS
Compression Method
Auto
MRC High Compression
Off
Searchable Text
Image Only
PDF Security
Off
PDF Signature
Off

8. From the MRC High Compression screen, select **On** to enable high compression.
9. Select **Save**.



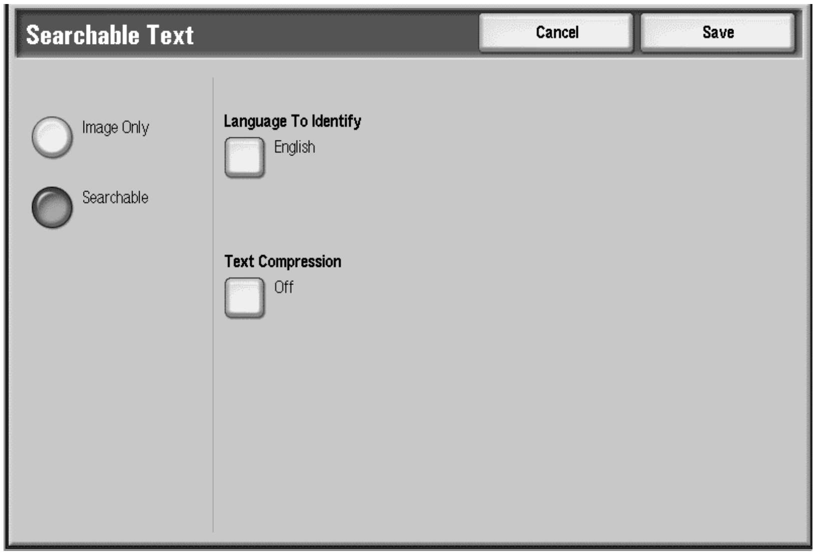
File Format - MRC High Compression
Cancel
Save
Off
On

10. From the File Format screen, select the **Searchable Text** button.
11. You can select from **Image Only** or **Searchable**:

- **Image Only**: Scans and transmits images. The text is not searchable when using this option.

  As an example, this option would be useful if you were scanning to archive a typed document that contained signatures. Once scanned, you could copy and paste the sections of the document that were relevant to your needs.

- **Searchable**: For this example, select **Searchable**. This feature allows you to send the job as a PDF that contain a layer of searchable text. Select from the following Searchable options:
  - **Language to Identify**: You can select from English, Spanish or French.
  - **Text Compression**: This allows you to select **Compress Text**.



Language To Identify: English

Text Compression: Off

12. Once you have selected your options, select **Save**.

13. Select **Save** on the Searchable Text screen.

14. Load your document(s) on the Document Glass or in the Document Feeder.

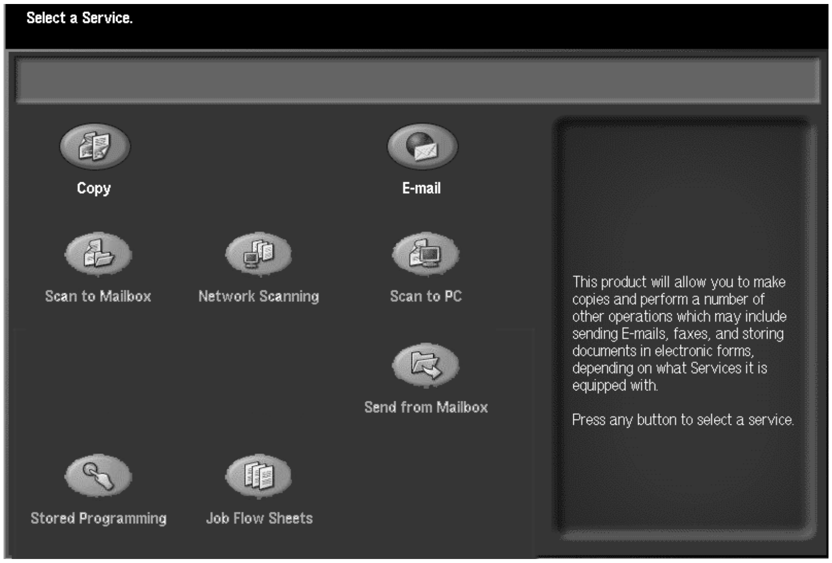
15. Select **Start**. The Scan to PC screen shows the progress of the job and it is sent to the selected location. Access the resulting PDF job using Adobe Acrobat software. The original document was 2.15 MB, but when using MRC High Compression, the document was reduced in size to 644k - a size that is more than 3x smaller than the original. You can cut and paste and comment on the document, but you cannot edit the original file.

E-mail using the PDF Scan Kit

This feature allows you to send a scanned document as an e-mail attachment.

In this example, a 2-page color brochure, containing both text and images, is scanned using grayscale and is then e-mailed to three individuals for comment. The original size of the color brochure is 1.63MB.

1. From the Services screen, select **E-mail**.


Select a Service.
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

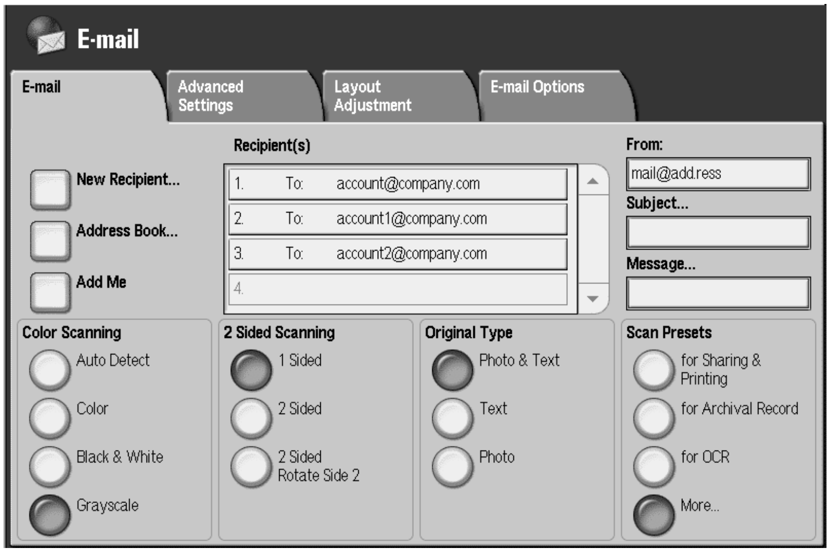
This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

2. From the E-mail screen, add the users that will be receiving the document.

***NOTE:** To add new e-mail accounts see the User Guide or contact your System Administrator.*

3. From the Color Scanning menu, select **Grayscale**.
4. Press the E-mail Options tab.


E-mail
E-mail
Advanced Settings
Layout Adjustment
E-mail Options
New Recipient...
Address Book...
Add Me
Subject...
Message...
Auto Detect
Color
Black & White
2 Sided
2 Sided Rotate Side 2
Text
Photo
for Sharing & Printing
for Archival Record
for OCR

Recipient(s)

1. To: account@company.com
2. To: account1@company.com
3. To: account2@company.com
4.

From: mail@address

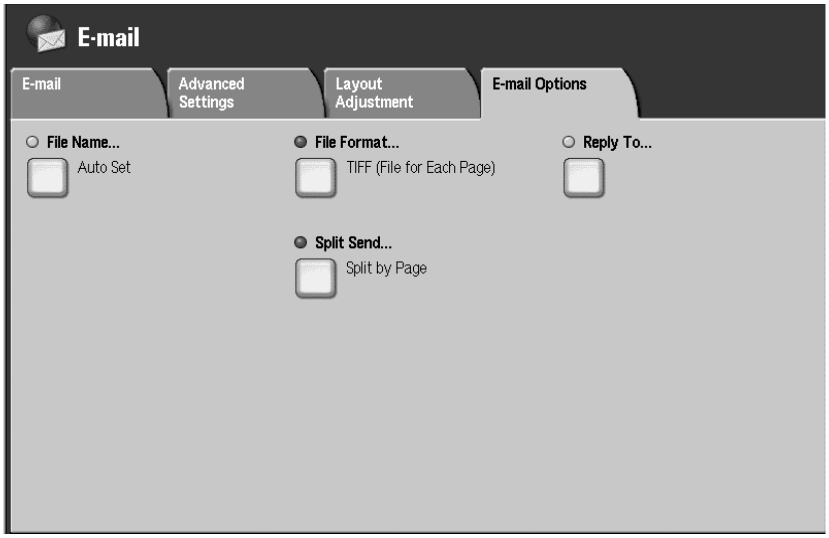
Color Scanning: ● Grayscale

2 Sided Scanning: ● 1 Sided

Original Type: ● Photo & Text

Scan Presets: ● More...

5. Select the **File Format** button.


E-mail
E-mail
Advanced Settings
Layout Adjustment
E-mail Options

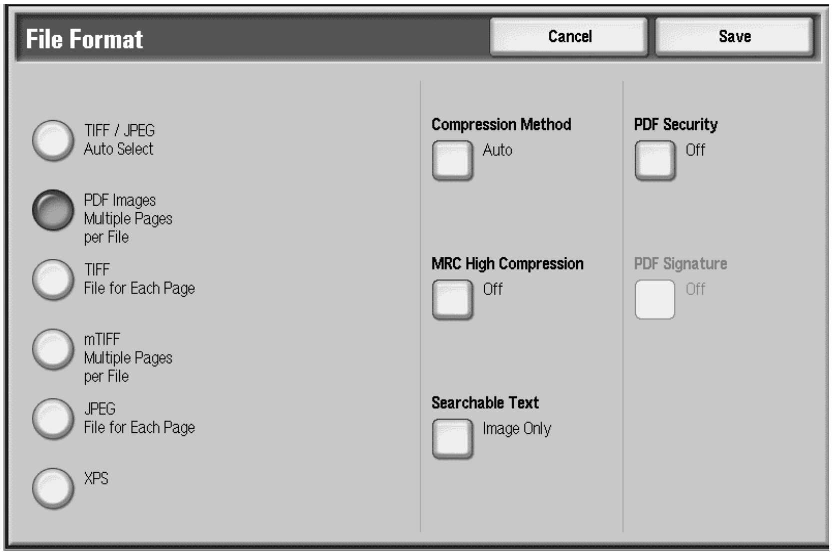
File Name... Auto Set

File Format... TIFF (File for Each Page)

Reply To...

Split Send... Split by Page

6. Press the **PDF Images Multiple Pages per File** button.
7. Press the **Searchable Text** button.


File Format
Cancel
Save
TIFF / JPEG Auto Select
PDF Images Multiple Pages per File
TIFF File for Each Page
mTIFF Multiple Pages per File
JPEG File for Each Page
XPS

Compression Method Auto

PDF Security Off

MRC High Compression Off

PDF Signature Off

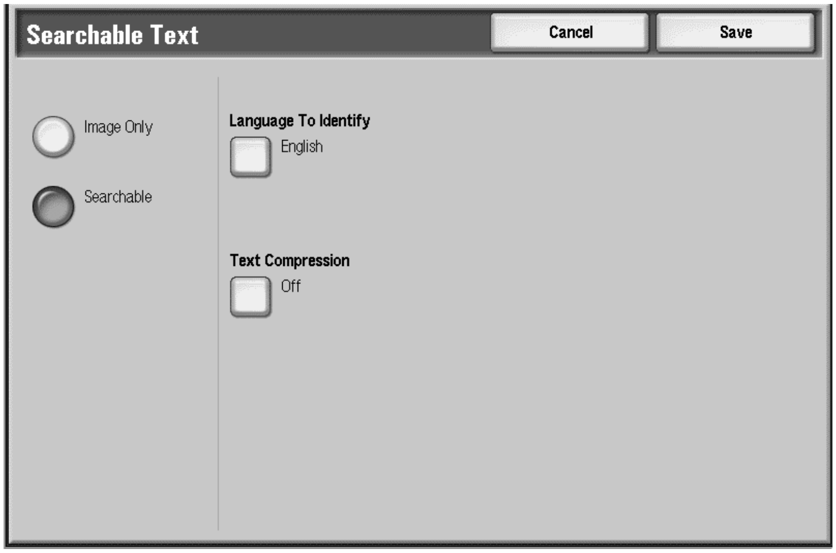
Searchable Text Image Only

8. Select **Searchable**.

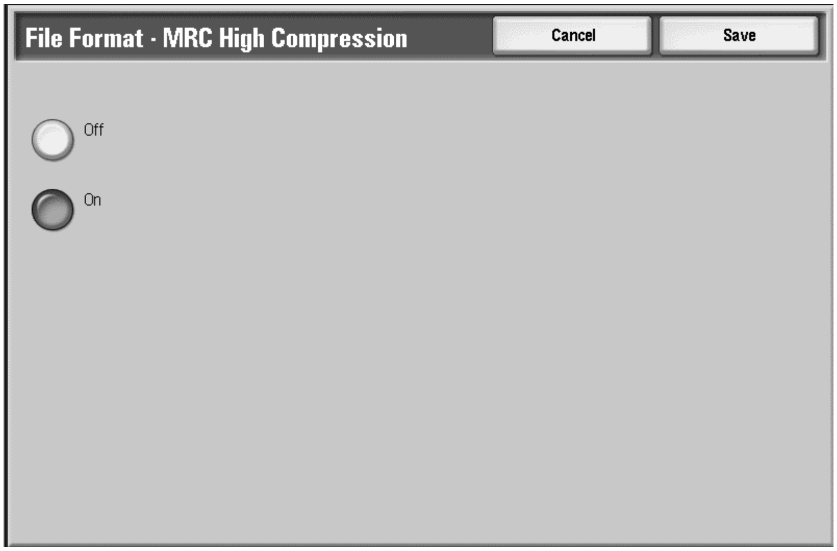
9. Press the **Text Compression** button:

   a. Select **Compress Text**: For grayscale and color jobs the default setting of JPEG is used to compress the image. Since this is a grayscale job, the default setting will be used.

   b. Press **Save**.


Searchable Text
Cancel
Save
Image Only
Searchable
Language To Identify
English
Text Compression
Off

10. To set compression, select the **MRC High Compression** button.
11. Press the **On** button.


File Format - MRC High Compression
Cancel
Save
Off
On

12. Press **Save**.
13. Press **Save** again.
14. Load your document in the document feeder and press **Start**.

    If enabled, the Email screen shows the progress of the job and it is sent to the selected location. The document size is reduced from 1.63 MB to 293K. Once received, the documents can be commented on using Adobe Acrobat software and then they can be e-mailed back to you for review.

Network Scanning using the PDF Scan Kit

When using Network Scanning, the scanned document is stored on the machine’s hard drive and then transmitted automatically to a networked computer (server), using a Job Template.

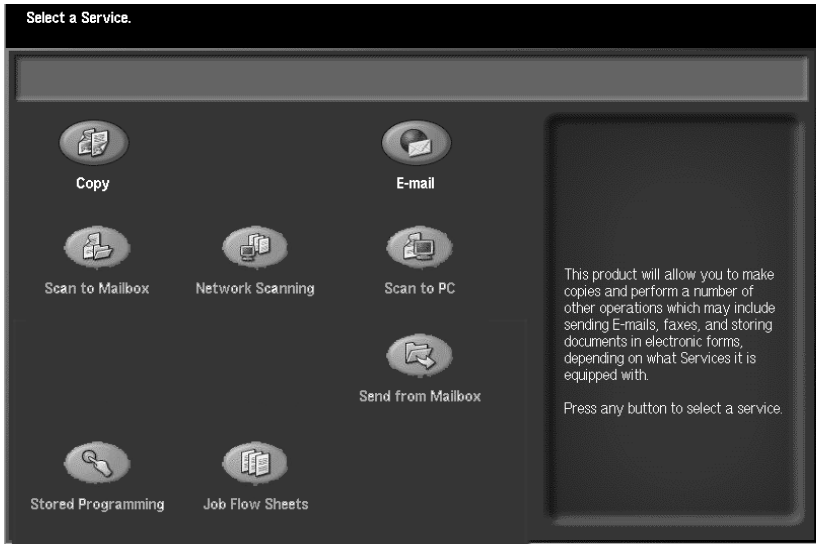
The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server.

NOTE: *For additional information on creating job templates, see the System Administrator Guide, the User Guide, or contact your System Administrator.*

In this example, a three-page color template will be scanned black and white and then compressed and sent in PDF format to a specified network location. The original scanned file size is 1.77 MB.

1. From the Services screen, press **Network Scanning**.

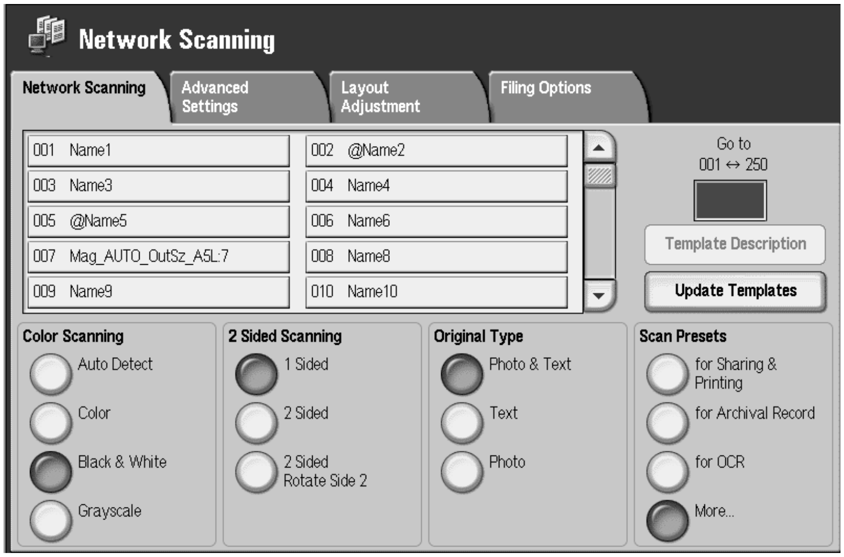


This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

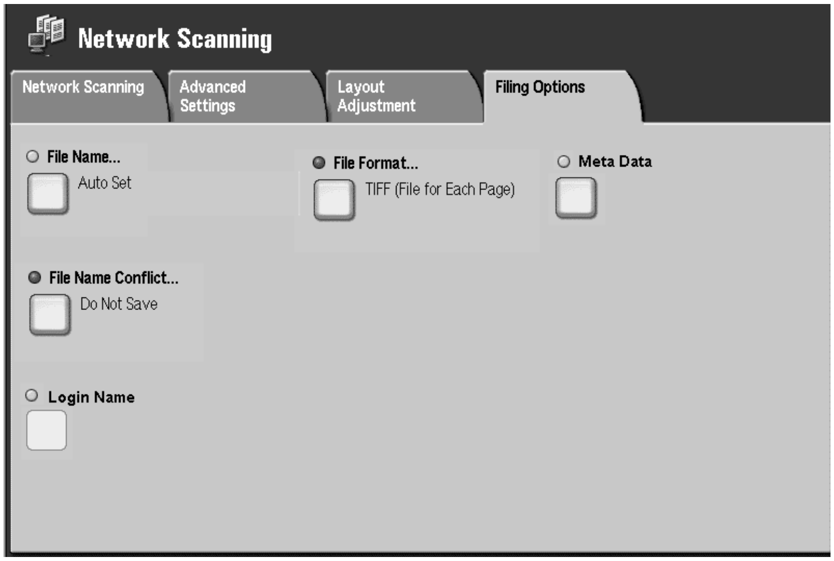
Press any button to select a service.

2. From the Network Scanning screen, select the job template that you want to use.
3. From the Color Scanning menu, select **Black & White**.

4. Press the Filing Options tab.


Network Scanning
Network Scanning
Advanced Settings
Layout Adjustment
Filing Options
001 Name1
002 @Name2
003 Name3
004 Name4
005 @Name5
006 Name6
007 Mag_AUTO_OutSz_A5L:7
008 Name8
009 Name9
010 Name10
Go to
001 ↔ 250
Template Description
Update Templates
Color Scanning
Auto Detect
Color
Black & White
Grayscale
2 Sided Scanning
1 Sided
2 Sided
2 Sided Rotate Side 2
Original Type
Photo & Text
Text
Photo
Scan Presets
for Sharing & Printing
for Archival Record
for OCR
More...

5. From the Filing Options tab, select the **File Format** button.


Network Scanning
Network Scanning
Advanced Settings
Layout Adjustment
Filing Options
Meta Data
Login Name

○ File Name... Auto Set

● File Format... TIFF (File for Each Page)

● File Name Conflict... Do Not Save

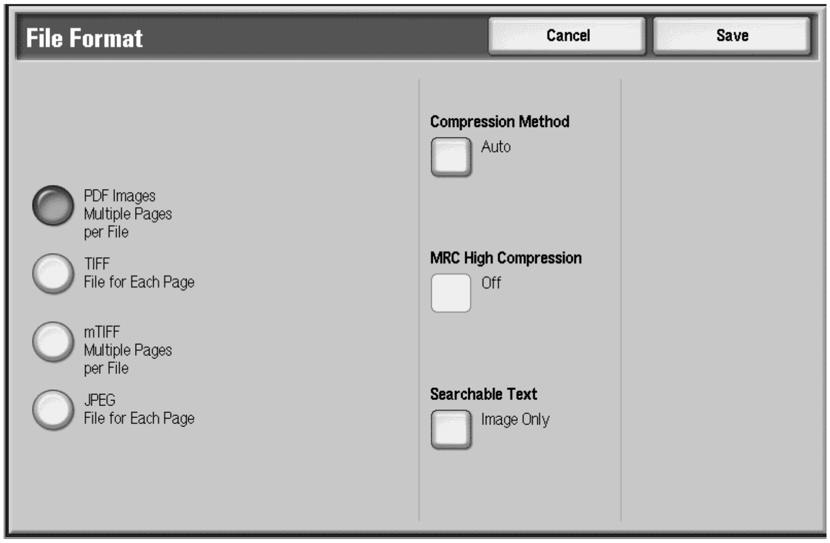
6. From the File Format screen:

   a. Select **PDF Images Multiple Pages per File**.

   b. Select the **Compression Method** button to view the default compression for Black & White documents. The default selection is MMR since Photo & Text is the Original Type for this job. Select **Cancel** to return to the File Format screen.

NOTE: *MRC High Compression is not available to select for Black & White jobs.*

   c. Select **Searchable Text**.

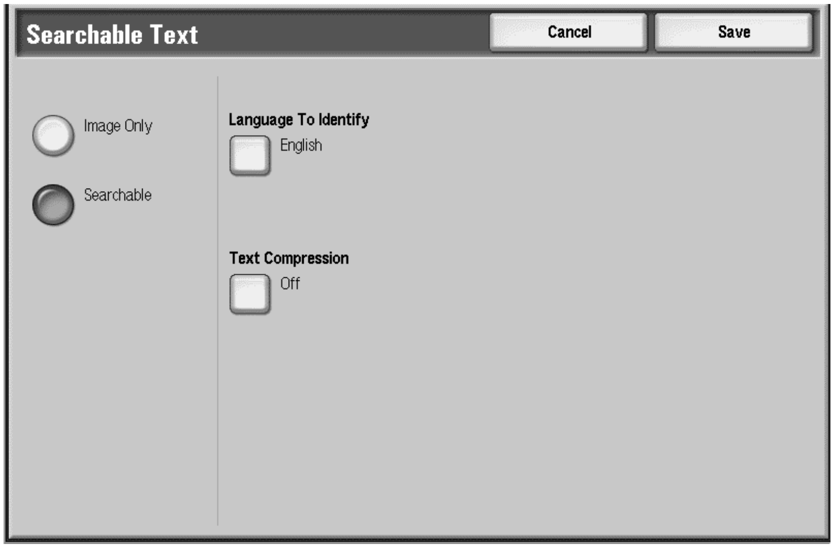


● PDF Images Multiple Pages per File
○ TIFF File for Each Page
○ mTIFF Multiple Pages per File
○ JPEG File for Each Page

Compression Method: Auto
MRC High Compression: Off
Searchable Text: Image Only

7. Press the **Searchable** button.

8. Select the **Text Compression** button.

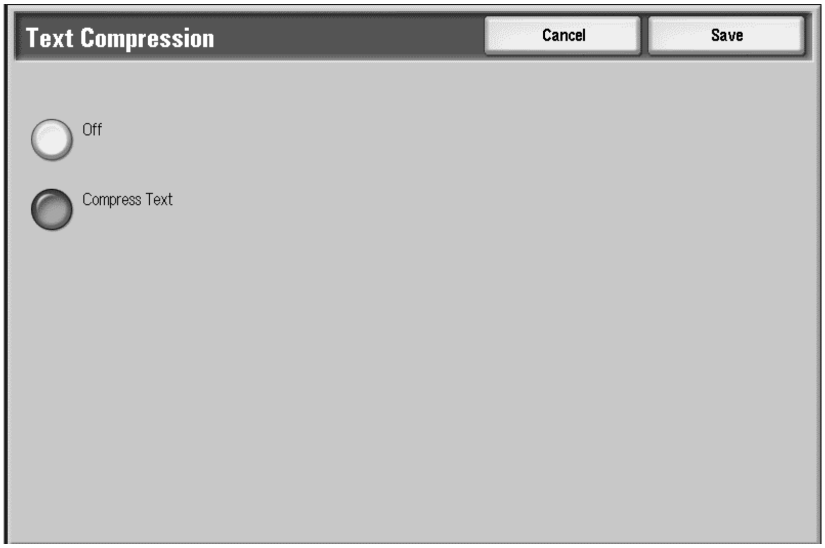


○ Image Only
● Searchable

Language To Identify: English
Text Compression: Off

9. Select **Compress Text**. The text will be compressed using the MMR compression method, which is the default method for this job.

10. Select **Save**.



11. Press **Save** on the next two screens.

12. Load your document in the document feeder and select **Start**. The Network Scanning screen shows the progress of the job and it is sent to the selected location. The file size is reduced form the original from the 1.77MB to 293K. A confirmation sheet may print once the scan is completed.

4. Computer operations

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Network Printing

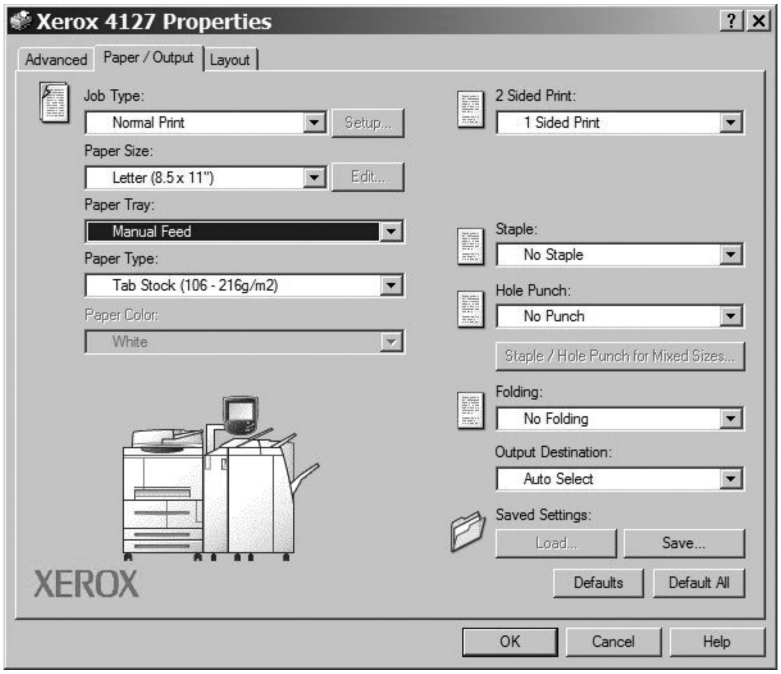
Print procedures vary depending on the application software you are using. For more information, refer to the documentation provided with each application.

To learn about print features, click ***Help*** *in the print driver screen and refer to the online help.*

Printing with the PS print drivers

1. Load the paper in the paper tray. See the **Paper and other Media** chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Select **Properties**.
6. Select the **Paper/Output** tab.

7. Select the appropriate **Paper Tray**, **Paper Size**, and **Paper Type**.



Xerox 4127 Properties
Advanced
Paper / Output
Layout
Setup...
Edit...
Staple / Hole Punch for Mixed Sizes...
Load...
Save...
Defaults
Default All
OK
Cancel
Help
XEROX

Job Type: Normal Print
Paper Size: Letter (8.5 x 11")
Paper Tray: Manual Feed
Paper Type: Tab Stock (106 - 216g/m2)
Paper Color: White
2 Sided Print: 1 Sided Print
Staple: No Staple
Hole Punch: No Punch
Folding: No Folding
Output Destination: Auto Select
Saved Settings:

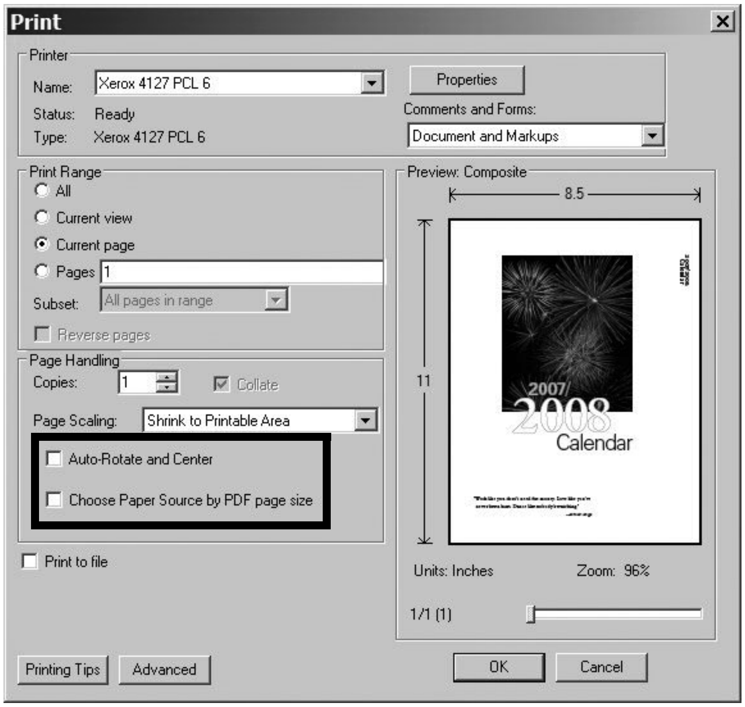
8. Select the **Advanced** tab and select any **Advanced Features**.
9. Select **OK** to save and close the **Properties** window.
10. Select the desired copies/quantity and **OK** to print the job.

NOTE: *For additional information, review your print driver documentation.*

Printing with the PCL print drivers

1. Load the paper in the tray. See the **Paper and other Media** chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.

5. Ensure that **Auto-Rotate and Center** and **Choose Paper Source by PDF page size** are unchecked.



Print

Printer

Name: Xerox 4127 PCL 6

Status: Ready

Type: Xerox 4127 PCL 6

Comments and Forms: Document and Markups

Print Range

○ All

○ Current view

● Current page

○ Pages 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1

☑ Collate

Page Scaling: Shrink to Printable Area

☐ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

Units: Inches

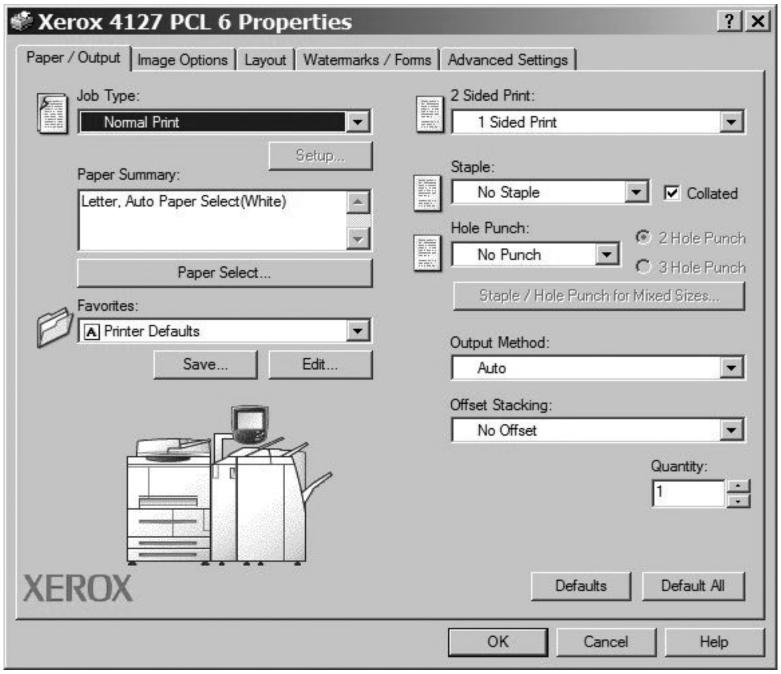
Zoom: 96%

1/1 (1)

Properties
8.5
11
2007/
2008
Calendar
Printing Tips
Advanced
OK
Cancel

NOTE: *These options may not be available with your version of Adobe Acrobat or Adobe Reader.*

6. Select **Properties** and select the **Paper/Output** tab.



Xerox 4127 PCL 6 Properties

Job Type: Normal Print

Paper Summary: Letter, Auto Paper Select(White)

Favorites: Printer Defaults

2 Sided Print: 1 Sided Print

Staple: No Staple

☑ Collated

Hole Punch: No Punch

● 2 Hole Punch

○ 3 Hole Punch

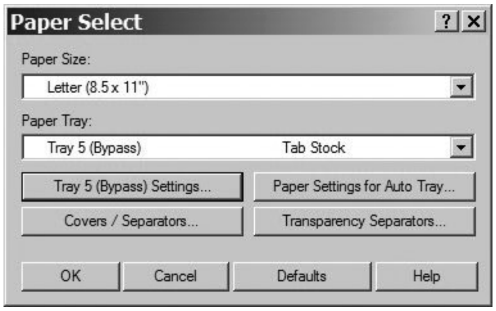
Output Method: Auto

Offset Stacking: No Offset

Quantity: 1

Paper / Output
Image Options
Layout
Watermarks / Forms
Advanced Settings
Setup...
Paper Select...
Save...
Edit...
Staple / Hole Punch for Mixed Sizes...
XEROX
Defaults
Default All
OK
Cancel
Help

7. Click the **Paper Select** button.


Paper Select
Tray 5 (Bypass) Settings...
Paper Settings for Auto Tray...
Covers / Separators...
Transparency Separators...
OK
Cancel
Defaults
Help

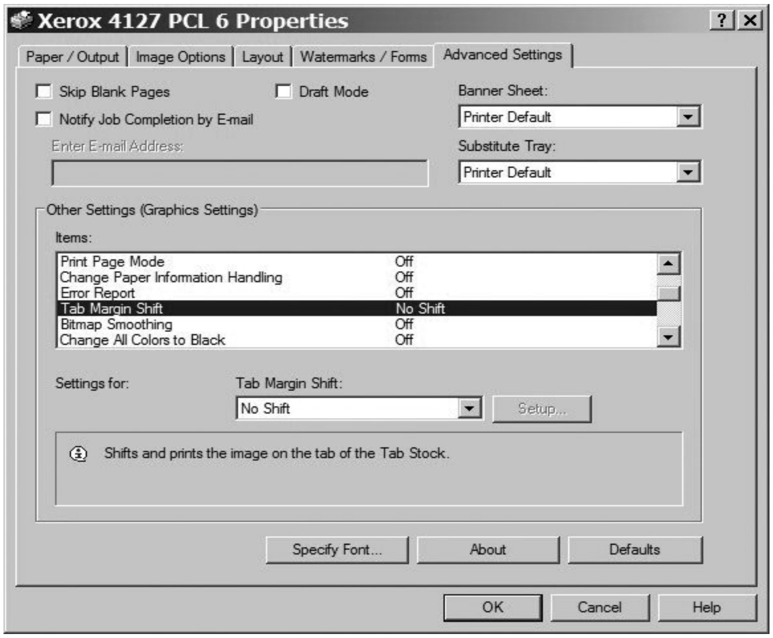
Paper Size: Letter (8.5 x 11")

Paper Tray: Tray 5 (Bypass) Tab Stock

8. If Tray 3 or Tray 4 is being used, then select **Paper Settings for Auto Tray** and choose the appropriate paper type.

9. Select **OK** twice to return to the Properties screen.

10. Select the **Advanced** tab and select any **Advanced Features**.


Xerox 4127 PCL 6 Properties
Paper / Output
Image Options
Layout
Watermarks / Forms
Advanced Settings
Enter E-mail Address:
Other Settings (Graphics Settings)
Items:
Settings for:
Setup...
Specify Font...
About
Defaults
OK
Cancel
Help

☐ Skip Blank Pages

☐ Draft Mode

☐ Notify Job Completion by E-mail

Banner Sheet: Printer Default

Substitute Tray: Printer Default

Print Page Mode	Off
Change Paper Information Handling	Off
Error Report	Off
Tab Margin Shift	No Shift
Bitmap Smoothing	Off
Change All Colors to Black	Off

Tab Margin Shift: No Shift

Shifts and prints the image on the tab of the Tab Stock.

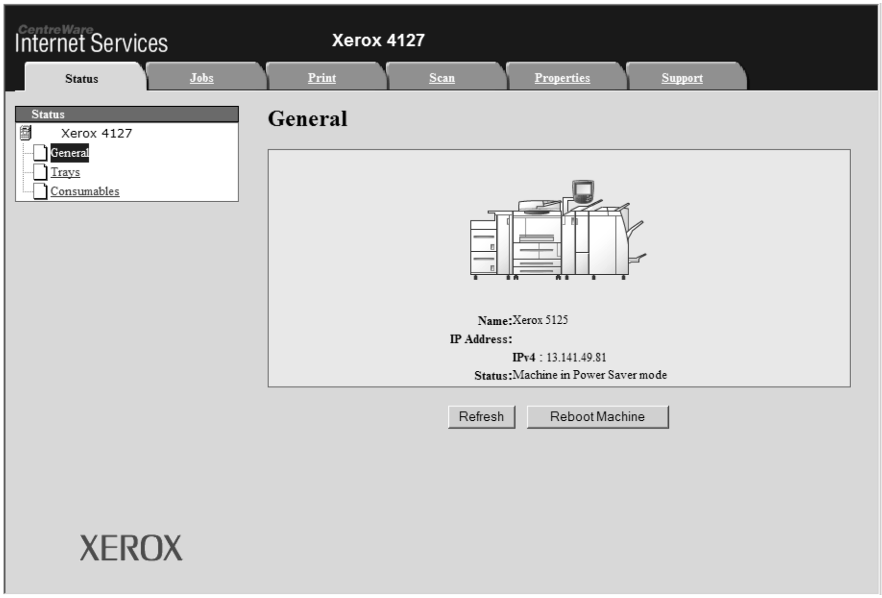
11. Select **OK** to save and close the **Properties** window.

12. Select the desired copies/quantity and **OK** to print the job.

NOTE: *For additional information, review your print driver documentation.*

CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as submit jobs for printing.


CentreWare
Internet Services
Xerox 4127
Status
Jobs
Print
Scan
Properties
Support
Status
Xerox 4127
General
Trays
Consumables
Refresh
Reboot Machine
XEROX

General

Name: Xerox 5125
IP Address:
IPv4 : 13.141.49.81
Status: Machine in Power Saver mode

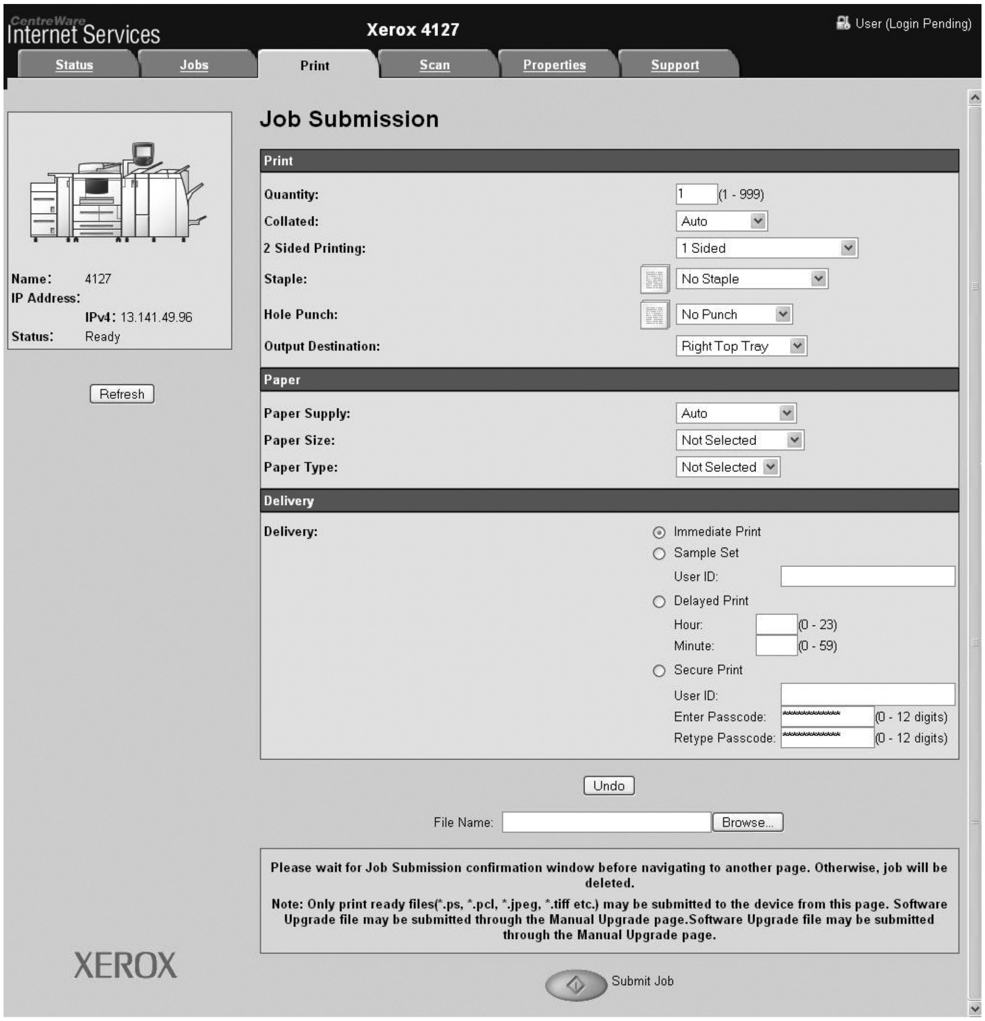
Print a job from CentreWare Internet Services

NOTE: *Only* ***print ready files (*****.ps, *.pcl, *.jpeg, *.tiff, *.pdf, etc.) may be submitted to the device from the CentreWare Internet Services web page.*

1. Start your computer and open the browser.
2. Enter the device IP address or Internet address in the browser address field and press the **Enter** key on your computer’s keyboard.

NOTE 1: *If you cannot access your machine via CentreWare Internet Services, see your System Administrator for help.*

3. From the CentreWare Internet Services screen, select the Print tab.


CentreWare Internet Services
Xerox 4127
User (Login Pending)
Status
Jobs
Print
Scan
Properties
Support
Refresh
Undo
Browse...
Submit Job
XEROX

Name: 4127
IP Address:
IPv4: 13.141.49.96
Status: Ready

Job Submission

Print

Quantity: 1 (1 - 999)
Collated: Auto
2 Sided Printing: 1 Sided
Staple: No Staple
Hole Punch: No Punch
Output Destination: Right Top Tray

Paper

Paper Supply: Auto
Paper Size: Not Selected
Paper Type: Not Selected

Delivery

Delivery:
● Immediate Print
○ Sample Set
User ID:
○ Delayed Print
Hour: (0 - 23)
Minute: (0 - 59)
○ Secure Print
User ID:
Enter Passcode: ************ (0 - 12 digits)
Retype Passcode: ************ (0 - 12 digits)

File Name:

Please wait for Job Submission confirmation window before navigating to another page. Otherwise, job will be deleted.

Note: Only print ready files(*.ps, *.pcl, *.jpeg, *.tiff etc.) may be submitted to the device from this page. Software Upgrade file may be submitted through the Manual Upgrade page.Software Upgrade file may be submitted through the Manual Upgrade page.

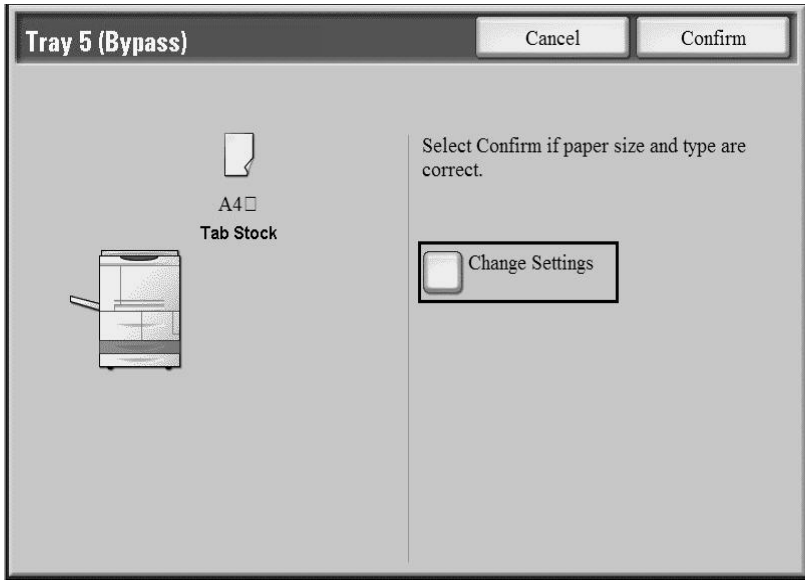
4. Select a file to print by clicking the **Browse** button and navigating to the desired file.

5. Select your desired print options.

6. Select the **Submit Job** button to print the job.

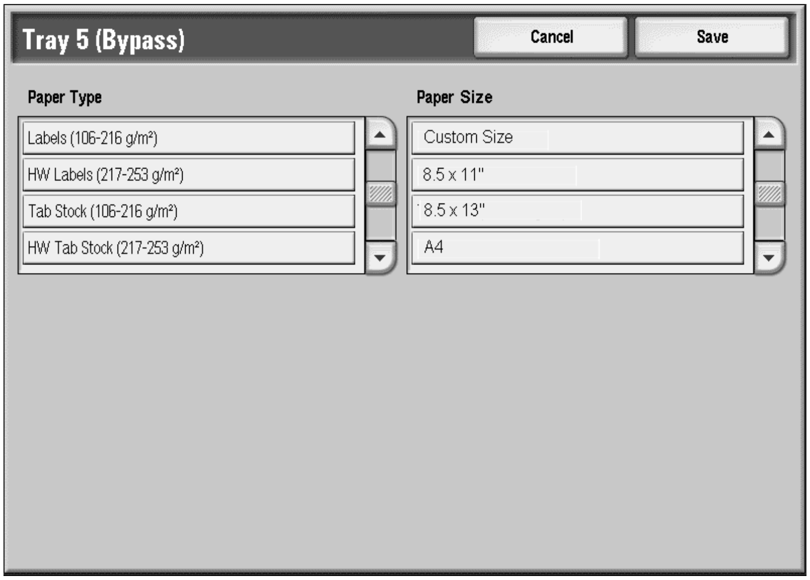
Copying a job with tabs

1. Load the tab stock in Tray 5 (Bypass). See, “Loading Paper into Tray 5 (Bypass)” on page 8-6.
2. The Tray 5 (Bypass) screen opens automatically. Use the controller to confirm or change the paper size.
   a. Select **Confirm** if the paper size and type displayed are correct.
   b. Select **Change Settings** to select the correct paper settings.


Tray 5 (Bypass)
Cancel
Confirm
A4
Tab Stock
Change Settings

Select Confirm if paper size and type are correct.

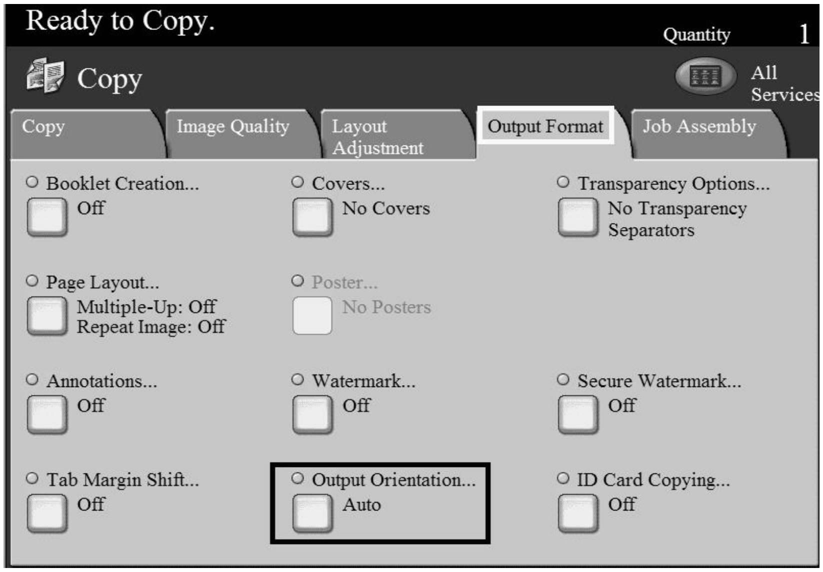
3. Select the tab stock:
    - **Paper Type**
    - **Paper Size: Select Standard Size (8.5 x11 in./A4).**



Tray 5 (Bypass)
Cancel
Save
Paper Type
Labels (106-216 g/m²)
HW Labels (217-253 g/m²)
Tab Stock (106-216 g/m²)
HW Tab Stock (217-253 g/m²)
Paper Size
Custom Size
8.5 x 11"
8.5 x 13"
A4

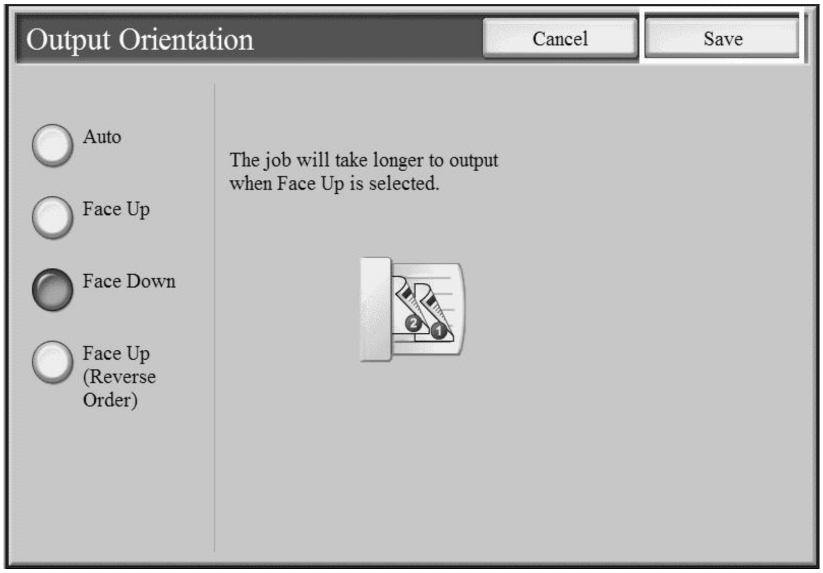
4. Select **Save/Confirm** until you return to the **Copy** screen.

5. Select:
    a. **Output Format** tab.
    b. The **Output Orientation** button.



Ready to Copy.
Quantity 1
Copy
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Booklet Creation...
Off
Covers...
No Covers
Transparency Options...
No Transparency Separators
Page Layout...
Multiple-Up: Off
Repeat Image: Off
Poster...
No Posters
Annotations...
Off
Watermark...
Off
Secure Watermark...
Off
Tab Margin Shift...
Off
Output Orientation...
Auto
ID Card Copying...
Off

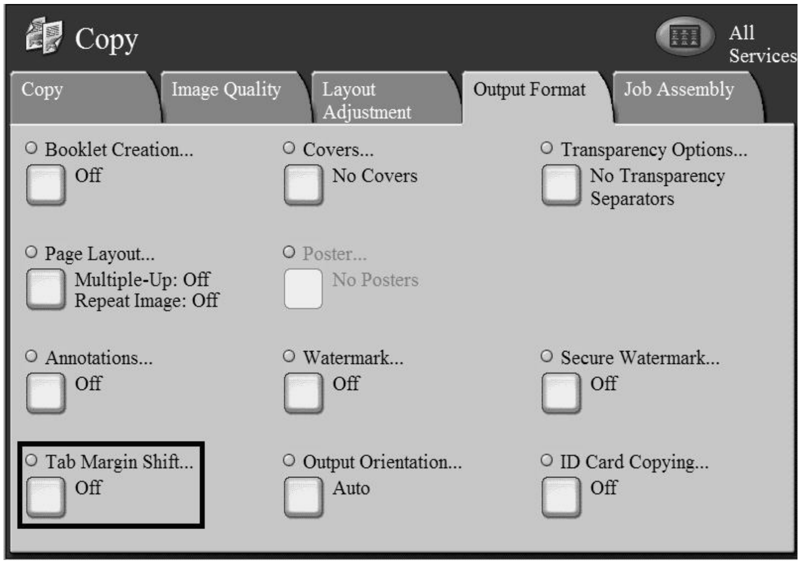
6. Select:
   a. **Face Down**.
   b. **Save**


Output Orientation
Cancel
Save

○ Auto
○ Face Up
● Face Down
○ Face Up (Reverse Order)

The job will take longer to output when Face Up is selected.

7. From the Output Format tab, select **Tab Margin Shift**.

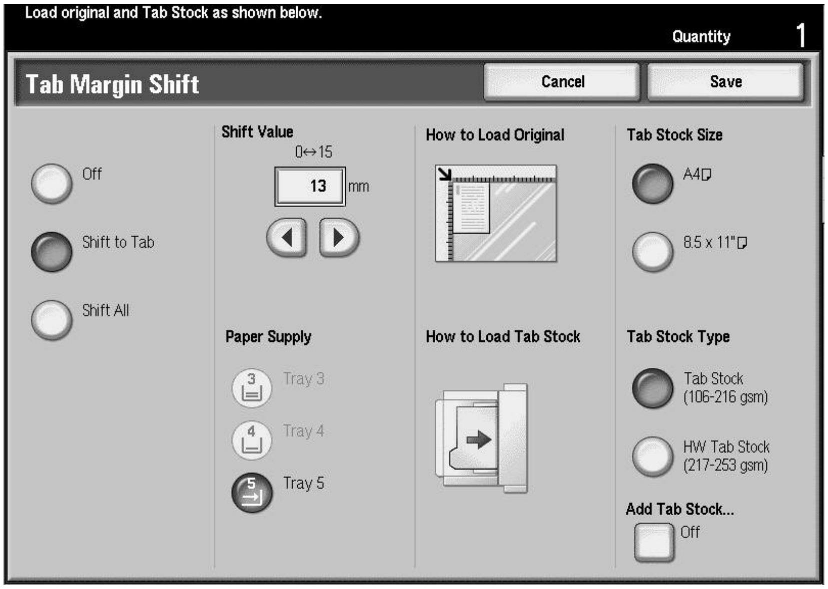

Copy
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly

Booklet Creation... Off
Covers... No Covers
Transparency Options... No Transparency Separators
Page Layout... Multiple-Up: Off Repeat Image: Off
Poster... No Posters
Annotations... Off
Watermark... Off
Secure Watermark... Off
Tab Margin Shift... Off
Output Orientation... Auto
ID Card Copying... Off

8. Select:

   a. **Shift to Tab**: Follow the tab loading instructions and review your tab stock selections.

   b. **Save**.



Load original and Tab Stock as shown below.

Quantity 1

Tab Margin Shift

Cancel

Save

○ Off

● Shift to Tab

○ Shift All

Shift Value

0↔15

13 mm

Paper Supply

○ Tray 3

○ Tray 4

● Tray 5

How to Load Original

How to Load Tab Stock

Tab Stock Size

● A4

○ 8.5 x 11"

Tab Stock Type

● Tab Stock (106-216 gsm)

○ HW Tab Stock (217-253 gsm)

Add Tab Stock...

☐ Off

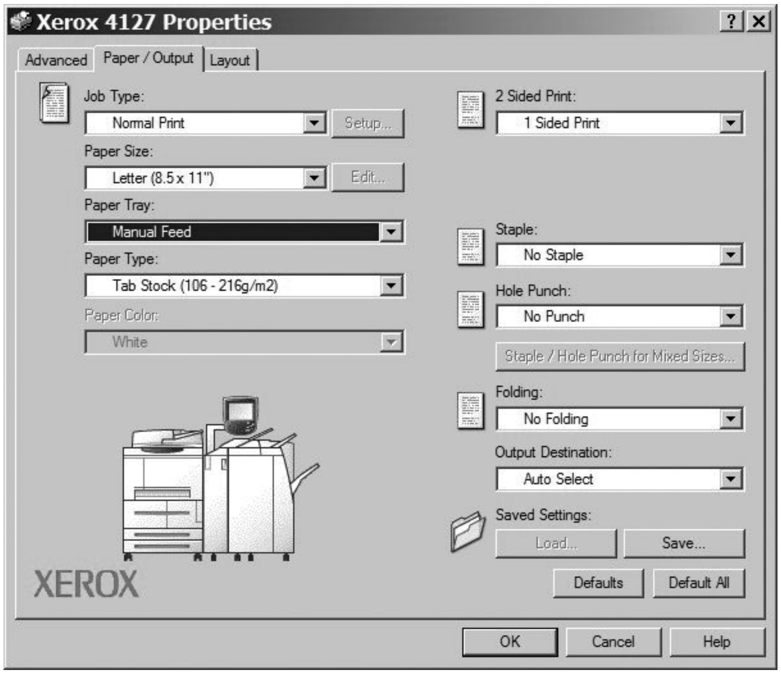
9. Enter the desired output quantity using the numeric keypad.

10. Select **Start** to begin copying.

Network tab printing

Network printing on tabs using the PS print drivers

1. Load the tab stock in Tray 3, Tray 4, or Tray 5 (Bypass). See the **Loading Tab Paper in Trays** Chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Select **Properties**.
6. Select the **Paper/Output** tab.
7. Select the appropriate **Paper Tray**, **Paper Size**, and **Paper Type** (Select **Tab Stock** if using the Tray 5 manual tray, otherwise select **Printer Default Type**).


Xerox 4127 Properties
Advanced
Paper / Output
Layout
Setup...
Edit...
Staple / Hole Punch for Mixed Sizes...
Saved Settings:
Load...
Save...
Defaults
Default All
XEROX
OK
Cancel
Help

Job Type: Normal Print

Paper Size: Letter (8.5 x 11")

Paper Tray: Manual Feed

Paper Type: Tab Stock (106 - 216g/m2)

Paper Color: White

2 Sided Print: 1 Sided Print

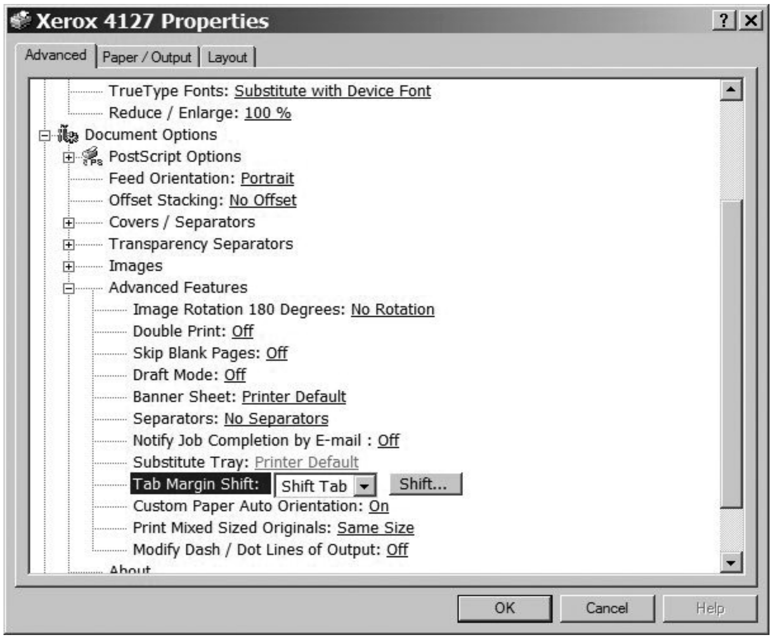
Staple: No Staple

Hole Punch: No Punch

Folding: No Folding

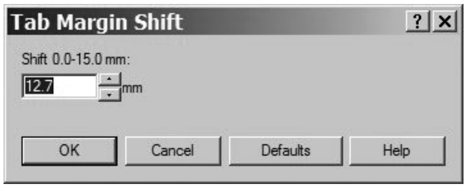
Output Destination: Auto Select

8. Select the **Advanced** tab and select **Advanced Features**.



TrueType Fonts: Substitute with Device Font
Reduce / Enlarge: 100 %
Document Options
PostScript Options
Feed Orientation: Portrait
Offset Stacking: No Offset
Covers / Separators
Transparency Separators
Images
Advanced Features
Image Rotation 180 Degrees: No Rotation
Double Print: Off
Skip Blank Pages: Off
Draft Mode: Off
Banner Sheet: Printer Default
Separators: No Separators
Notify Job Completion by E-mail : Off
Substitute Tray: Printer Default
Tab Margin Shift: Shift Tab Shift...
Custom Paper Auto Orientation: On
Print Mixed Sized Originals: Same Size
Modify Dash / Dot Lines of Output: Off
About

9. Select **Shift tab** from the Tab Margin Shift feature**.**



Shift 0.0-15.0 mm:
12.7 mm

10. Set the desired shift margin.

11. Select **OK** to save and close the **Tab Margin Shift** window.

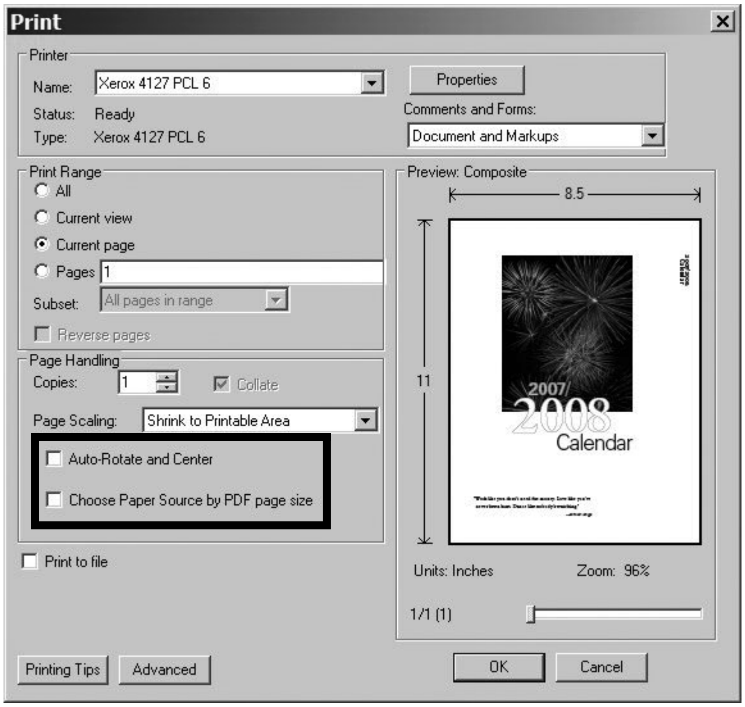
12. Select **OK** to save and close the **Properties** window.

13. Select the desired copies/quantity and **OK** to print the job.

NOTE: *For additional information, review your print driver documentation.*

Network printing on tabs using the PCL print drivers

1. Load the tab stock in Tray 3, Tray 4, or Tray 5 (Bypass). See the **Loading Tab Paper in Trays** Chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Ensure that **Auto-Rotate and Center** and **Choose Paper Source by PDF page size** are unchecked.


Print

Printer
Name: Xerox 4127 PCL 6
Status: Ready
Type: Xerox 4127 PCL 6
Comments and Forms: Document and Markups

Print Range
○ All
○ Current view
● Current page
○ Pages 1
Subset: All pages in range
☐ Reverse pages

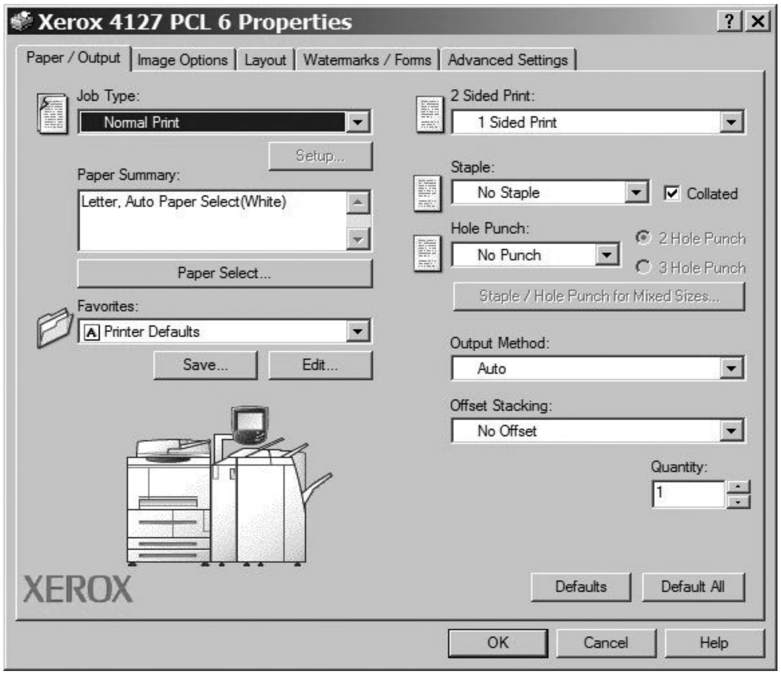
Page Handling
Copies: 1 ☑ Collate
Page Scaling: Shrink to Printable Area
☐ Auto-Rotate and Center
☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite
Units: Inches Zoom: 96%
1/1 (1)

NOTE: *These options may not be available with your version of Adobe Acrobat or Adobe Reader.*

6. Select **Properties** and select the **Paper/Output** tab.


Xerox 4127 PCL 6 Properties
Paper / Output
Image Options
Layout
Watermarks / Forms
Advanced Settings
Setup...
Paper Select...
Save...
Edit...
Staple / Hole Punch for Mixed Sizes...
XEROX
Defaults
Default All
OK
Cancel
Help

Job Type: Normal Print

Paper Summary: Letter, Auto Paper Select(White)

Favorites: Printer Defaults

2 Sided Print: 1 Sided Print

Staple: No Staple ☑ Collated

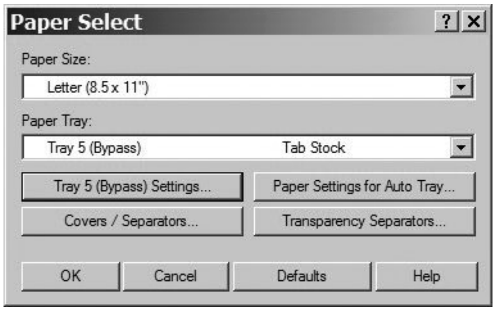
Hole Punch: No Punch ● 2 Hole Punch ○ 3 Hole Punch

Output Method: Auto

Offset Stacking: No Offset

Quantity: 1

7. Click the **Paper Select** button.

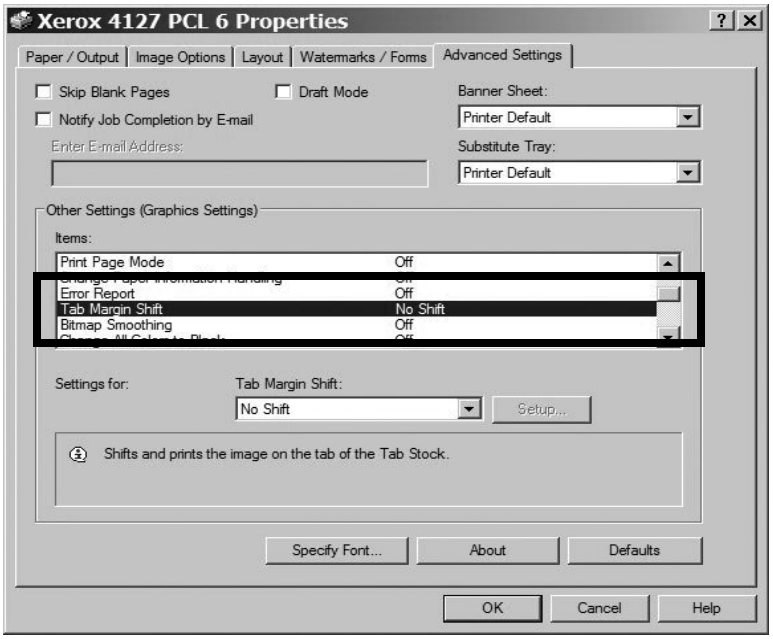

Paper Select
Tray 5 (Bypass) Settings...
Paper Settings for Auto Tray...
Covers / Separators...
Transparency Separators...
OK
Cancel
Defaults
Help

Paper Size: Letter (8.5 x 11")

Paper Tray: Tray 5 (Bypass) Tab Stock

8. If Tray 3 or Tray 4 is being used for the tab stock, then select **Paper Settings for Auto Tray** and choose Tab Stock for the paper type.
9. If Tray 5 (Bypass) is being used for the tab stock, then select **Tray 5 (Bypass) Settings** and choose Tab Stock for the paper type.
10. Select **OK** twice to return to the Properties screen.

11. Select the **Advanced** tab and select the **Tab Margin Shift** item.


Xerox 4127 PCL 6 Properties
Paper / Output
Image Options
Layout
Watermarks / Forms
Advanced Settings
☐ Skip Blank Pages
☐ Draft Mode
☐ Notify Job Completion by E-mail
Enter E-mail Address:
Other Settings (Graphics Settings)
Items:
Settings for:
Setup...
Specify Font...
About
Defaults
OK
Cancel
Help

Banner Sheet: Printer Default

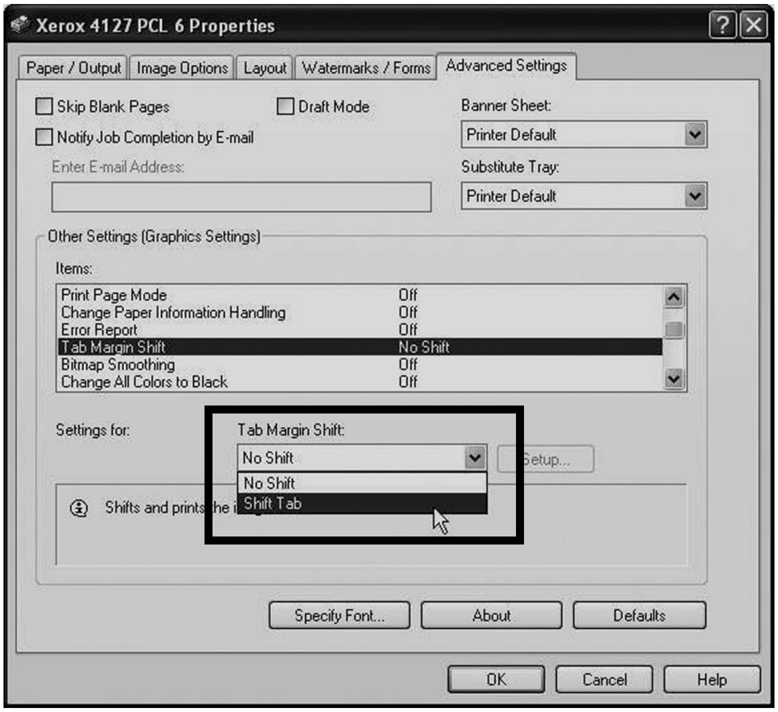
Substitute Tray: Printer Default

Print Page Mode	Off
Error Report	Off
Tab Margin Shift	No Shift
Bitmap Smoothing	Off

Tab Margin Shift: No Shift

Shifts and prints the image on the tab of the Tab Stock.

12. From the Tab Margin Shift pull-down menu, select the Shift Tab option.


Xerox 4127 PCL 6 Properties
Paper / Output
Image Options
Layout
Watermarks / Forms
Advanced Settings
☐ Skip Blank Pages
☐ Draft Mode
☐ Notify Job Completion by E-mail
Enter E-mail Address:
Other Settings (Graphics Settings)
Items:
Settings for:
No Shift
Shift Tab
Setup...
Specify Font...
About
Defaults
OK
Cancel
Help

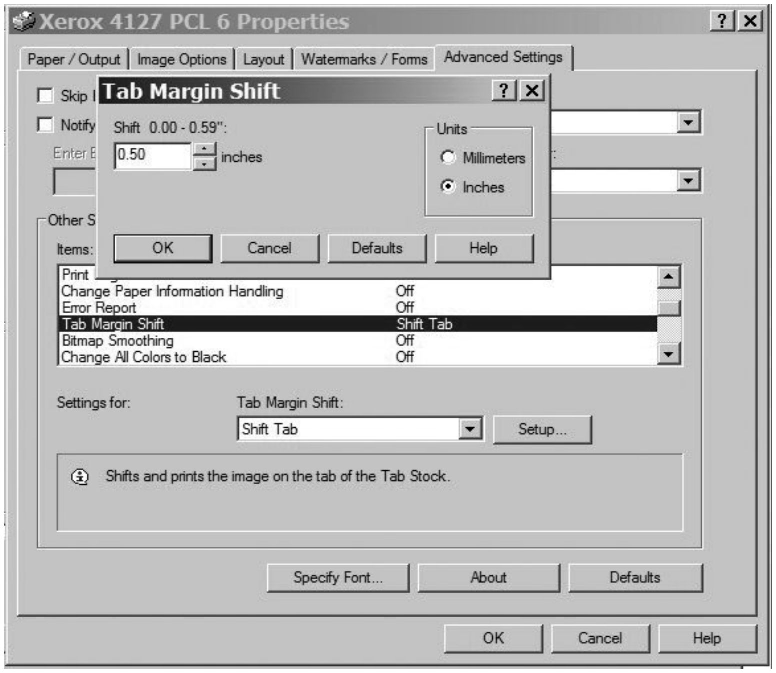
Banner Sheet: Printer Default

Substitute Tray: Printer Default

Print Page Mode	Off
Change Paper Information Handling	Off
Error Report	Off
Tab Margin Shift	No Shift
Bitmap Smoothing	Off
Change All Colors to Black	Off

Tab Margin Shift: No Shift

13. Set the desired Tab margin Shift.


Xerox 4127 PCL 6 Properties
Paper / Output
Image Options
Layout
Watermarks / Forms
Advanced Settings
Skip
Notify
Enter
Other S
Items:
Tab Margin Shift
Units
Millimeters
OK
Cancel
Defaults
Help
Setup...
Specify Font...
About
Defaults
OK
Cancel
Help

Shift 0.00 - 0.59": 0.50 inches

○ Millimeters
● Inches

Print	
Change Paper Information Handling	Off
Error Report	Off
Tab Margin Shift	Shift Tab
Bitmap Smoothing	Off
Change All Colors to Black	Off

Settings for: Tab Margin Shift: Shift Tab

Shifts and prints the image on the tab of the Tab Stock.

14. Select **OK** to save and close the **Tab Margin Shift** window.

15. Select **OK** to save and close the **Properties** window.

16. Select the desired copies/quantity and **OK** to print the job.

NOTE: *For additional information, review your print driver documentation.*

E-mail print

You can send e-mail with TIFF or PDF documents attached from a computer to the machine. Received e-mail is automatically printed. This feature is called "E-mail Print."

Sending e-mails

This example describes how to use Outlook Express to send e-mail from a computer to each printer.

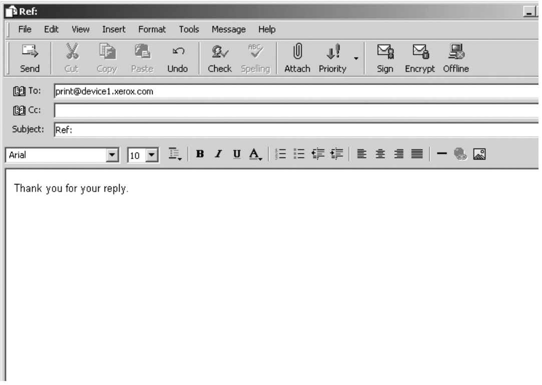
1. Use your e-mail client to create the e-mail body, and then attach a TIFF or PDF document if available.

   KEY POINT: Only plain text is permitted in the e-mail body. Change the body text format to plain text from within your e-mail client. HTML format cannot be printed.

   NOTE 1: *Attached files that do not have the “.tif" or ".pdf" extension may not print correctly.*

   NOTE 2: *Up to 31 documents can be attached.*

2. Enter the mail address of the machine as the recipient.


Ref:
File Edit View Insert Format Tools Message Help
Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline
Arial
10
B I U A

To: print@device1.xerox.com

Cc:

Subject: Ref:

Thank you for your reply.

3. Send the e-mail.

   NOTE: *The receiving printer prints the e-mail body and attached documents with the following configuration:*

   E-mail body:
   The PCL print driver for the machine is installed on the sending computer with a default TIFF format document attachment. Default value of logical printer configured by ***TIFF Memory Allocation Settings*** *in the CentreWare Internet Services* ***Emulation Settings****.*

   PDF format document attachment:
   Default value of logical printer configured by ***Postscript Logical Printer Number*** *in the CentreWare Internet Services* ***Emulation Settings****.*
   Offset output specification is disabled in each case.

Importing scanned data

There are 3 methods for importing documents from a machine mailbox to your computer.

- Importing from a TWAIN Compatible Application
- Importing from Mailbox Viewer2
- Importing using CentreWare Internet Services

Importing from a TWAIN-compatible application

The following section describes methods for using application software to import a document stored on a machine mailbox.

The Network Scan driver is used to allow client-side application software to import documents (scan data) stored on the mailbox in the machine via the network.

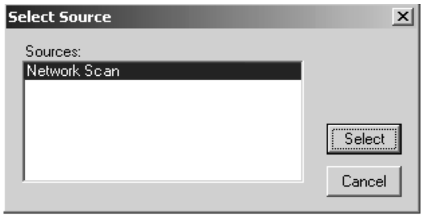
*To learn about fields in the displayed dialog box, click **Help** and refer to the online help.*

1. Launch the application software to import the document.

   KEY POINT: The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

   NOTE: *For information about supported applications, refer to the **Readme** contained in the CentreWare Utilities CD-ROM.*

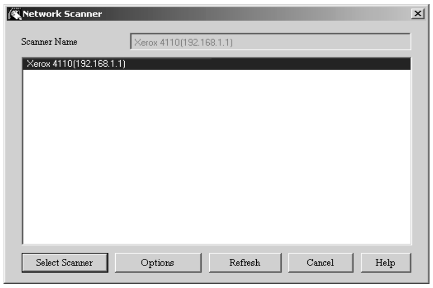
2. From the **File** menu, select the command used to choose the scanner (source).
3. From the **Source**, select **Network Scan**, and click **Select**.



Sources: Network Scan

4. From the **File** menu, select the command used to import the image from the scanner.

5. From the displayed list, click the scanner name of the machine, and click the **Select Scanner** button.


Network Scanner
Select Scanner
Options
Refresh
Cancel
Help

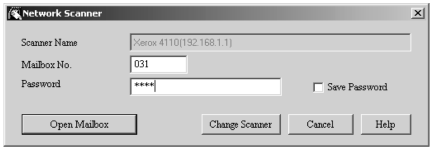
Scanner Name: Xerox 4110(192.168.1.1)

Xerox 4110(192.168.1.1)

__NOTE 1:__ If no items are shown in the list, click __Refresh__. The application searches for scanners.

__NOTE 2:__ Click on __Options__ to change the way scanner names are displayed.

6. In the **Mailbox Number** field, input the mailbox number (001 - 500) that contains the document you wish to import, and input a password (up to 20 digits) into the **Password** field.


Network Scanner
☐ Save Password
Open Mailbox
Change Scanner
Cancel
Help

Scanner Name: Xerox 4110(192.168.1.1)

Mailbox No.: 031

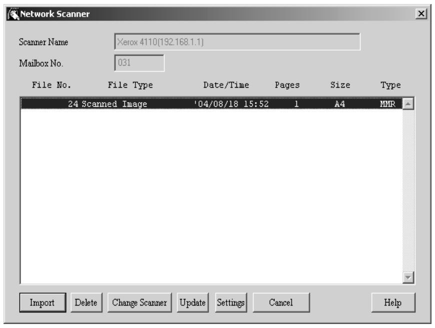
Password: ****

__NOTE 1:__ When you check the __Save Password__ check box, you can skip steps 5 to 7 the next time you select the same mailbox.

__NOTE 2:__ Clicking __Change Scanner__ returns to step 5, where you can reselect a scanner.

7. Click **Open Mailbox**.

8. Select a document(s) to import from the list, and click **Import**.


Network Scanner
Import
Delete
Change Scanner
Update
Settings
Cancel
Help

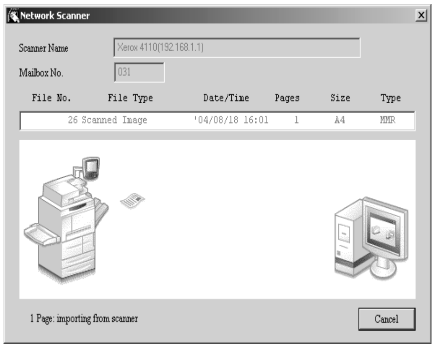
Scanner Name: Xerox 4110(192.168.1.1)

Mailbox No.: 031

File No.	File Type	Date/Time	Pages	Size	Type
24	Scanned Image	'04/08/18 15:52	1	A4	MMR

__NOTE 1: Import__, __Refresh__, and __Delete__ are available from the menu that appears when you right-click on the list.

- When import begins, a dialog appears like the one shown at right. Scan data is forwarded from the mailbox to the client.



Scanner Name: Xerox 4110(192.168.1.1)

Mailbox No.: 031

File No.	File Type	Date/Time	Pages	Size	Type
26	Scanned Image	'04/08/18 16:01	1	A4	MMR

1 Page: importing from scanner

- Once forwarding ends, the document is loaded into the application software and is deleted from the mailbox.

NOTE 1: *If importing one page at a time, documents that have pages not yet imported are shown in the list with an asterisk (*).*

NOTE 2: *With the exception of DocuWorks, for most applications, the Network Scan driver expands the compressed data and passes it to the application as a BMP file.*

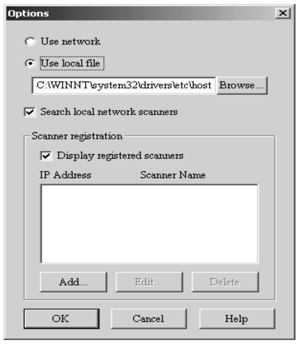
NOTE 3: *Whether or not to delete the document in the mailbox after forwarding can be configured.*

Changing network scan driver settings

To learn about fields in the displayed dialog box, click **Help** and refer to the online help.

Configure the display method for the scanner name

- You can change the display method for the scanner name shown when that scanner is selected.

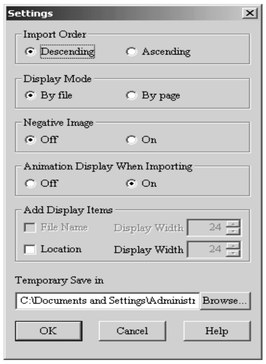


○ Use network
● Use local file
C:\WINNT\system32\drivers\etc\host
☑ Search local network scanners
☑ Display registered scanners

- To change the scanner name display method, click on **Options** in the scanner select dialog box and configure the display.
- If a scanner is registered by **Other Network Scanners**, the scanner in a different subnetwork can be displayed.

Configure the import method for scanned documents

- You can change the display method and import method for documents when importing them from a mailbox.



Settings

Import Order
● Descending ○ Ascending

Display Mode
● By file ○ By page

Negative Image
● Off ○ On

Animation Display When Importing
○ Off ● On

Add Display Items
☐ File Name Display Width 24
☐ Location Display Width 24

Temporary Save in
C:\Documents and Settings\Administr

- To change the import method, click **Settings** in the document select dialog box, and configure the settings in the dialog box that appears.

Importing from Mailbox Viewer2

Using Mailbox Viewer2, you can import documents stored in the mailbox without using any application software.

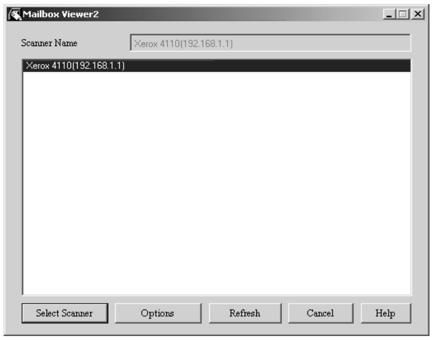
KEY POINT: Mailbox Viewer2 does not support importing one document at a time. All documents stored on the selected mailbox are imported.

*To learn about fields in the displayed dialog box, click **Help** and refer to the Mailbox Viewer2 online help.*

1. Click **Start** > **Programs** > **Xerox** > **Utilities** > **Mailbox Viewer2**.

   ***NOTE:** If a different program folder was specified during installation, choose the correct name instead of **Utilities**.*

2. From the displayed list, click the scanner name of the machine, and click the **Select Scanner** button.



Mailbox Viewer2

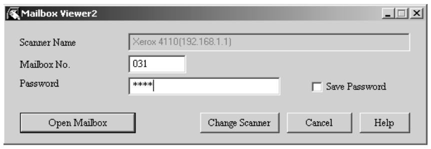
Scanner Name: Xerox 4110(192.168.1.1)

Xerox 4110(192.168.1.1)

***NOTE 1:** If no items are shown in the list, click **Refresh**. The application searches for scanners.*

NOTE 2: *Click* ***Options*** *to change the way scanner names are displayed.*

3. In the **Mailbox Number** field, input the mailbox number, from 1 - 500, that contains the document you wish to import. Input a password (up to 20 digits) into the **Password** field.

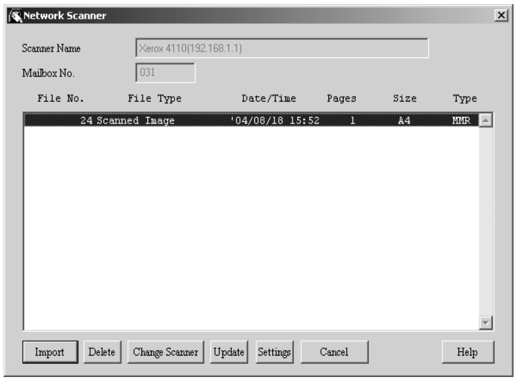

Mailbox Viewer2
Open Mailbox
Change Scanner
Cancel
Help

Scanner Name: Xerox 4110(192.168.1.1)
Mailbox No.: 031
Password: ****
☐ Save Password

NOTE 1: *When you check the* ***Save Password*** *check box, you can skip steps 2 to 4 the next time you select the same mailbox.*

NOTE 2: *Clicking* ***Change Scanner*** *returns to step 2, where you can reselect a scanner.*

4. Click **Open Mailbox**.
5. Click **Import**.


Network Scanner
Import
Delete
Change Scanner
Update
Settings
Cancel
Help

Scanner Name: Xerox 4110(192.168.1.1)
Mailbox No.: 031

File No.	File Type	Date/Time	Pages	Size	Type
24	Scanned Image	'04/08/18 15:52	1	A4	MMR

NOTE: *To import documents, the* ***Auto Import*** *check box must be checked in Mailbox Viewer2.*

6. Click on the **Import** button to remove all stored documents from the mailbox, and save them in the specified directory.

5. Mailbox Management

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Mailbox components

Register mailboxes to store copied and scanned documents. A maximum of 500 boxes can be registered. For convenience purposes, you may want to make separate boxes for copied documents and for scanned documents.

Delete Mailbox button

This deletes the selected mailbox. If there are documents in the mailbox, they are also deleted.

KEY POINT: Deleted documents cannot be recovered.

Mailbox Name

Set the box name by using the keyboard and the numeric keypad; a maximum of 20 characters may be used.

Check Mailbox Passcode

Set the mailbox password. Enter up to 20 numeric digits (0 to 9).

NOTE: *The password setting is optional.*

Delete Documents After Retrieval

Specify whether or not to enable the feature to delete documents stored in the selected mailbox at a specified time after a storage period has expired.

- **Save:** The document is stored.
- **Delete:** After the document is printed or retrieved by an external action, it is automatically deleted.

Delete Expired Documents

Specify whether or not to enable the feature to delete stored documents in a mailbox after a specified storage time period has expired.

- **No:** Does not delete documents even if a specified time period is set.
- **Yes:** Documents are deleted at a specified time after the storage period has expired.

KEY POINT: The **Document Expired Date** option (**System Settings**>**System Settings**>**Stored Document Settings**) must be **enabled** and a *specified date and time must be set* in order for the above mailbox option to function. If the **Document Expired Date** option is not enabled, then an **Enabled** setting for the **Delete Documents with Expired Date** is **ignored** and the documents are not deleted.

Link Job Flow Sheet to Mailbox

You can associate a job flow sheet with a mailbox. By associating a job flow sheet with a previously registered mailbox, you can determine how documents stored in a mailbox are processed.

For the method of registering a job flow, refer to **"Job Flow" on page 6-1***.*

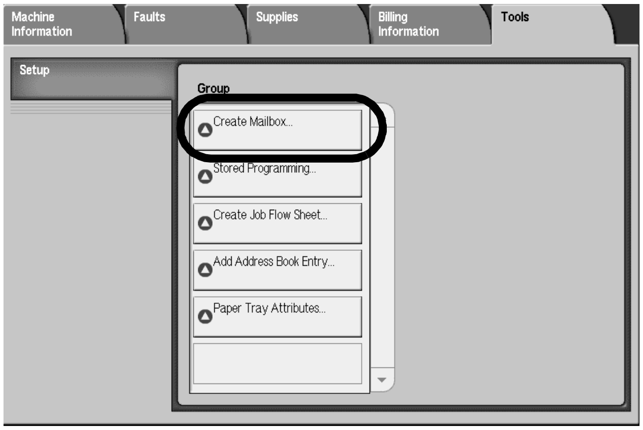
When the Delete Mailbox button is selected

This deletes the selected mailbox. If there are documents in the box, they are all deleted.

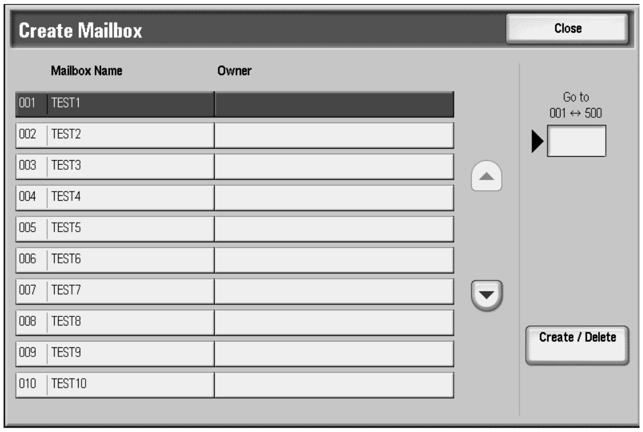
KEY POINT: The deleted documents cannot be retrieved. When deleting a mailbox with more than 100 stored documents, delete the documents from the mailbox before deleting the mailbox. If multiple documents are deleted at once, it may take a while for them to be deleted (depending on size).

Create a mailbox

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab.
3. From the **Setup Menu** screen, select **Create Mailbox**.


Machine Information
Faults
Supplies
Billing Information
Tools
Setup
Group
Create Mailbox...
Stored Programming...
Create Job Flow Sheet...
Add Address Book Entry...
Paper Tray Attributes...

4. Select a **Mailbox**.

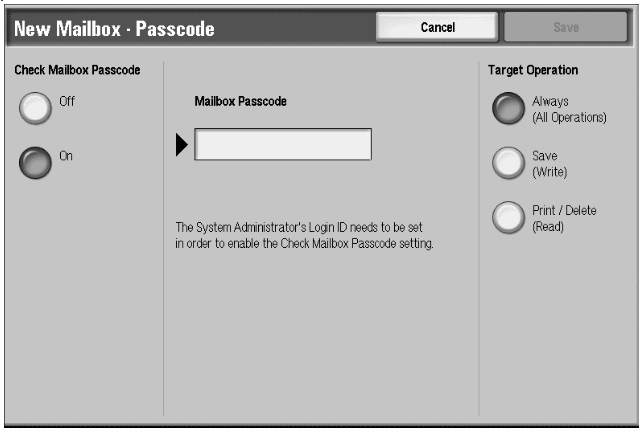


Mailbox Name		Owner
001	TEST1	
002	TEST2	
003	TEST3	
004	TEST4	
005	TEST5	
006	TEST6	
007	TEST7	
008	TEST8	
009	TEST9	
010	TEST10	

5. Select **Create/Delete**.

NOTE: *By entering a three-digit number with the numeric keypad, you can go directly to a specific mailbox.*

6. When creating a new mailbox, the password dialog box appears.



Check Mailbox Passcode
○ Off
● On

Target Operation
● Always (All Operations)
○ Save (Write)
○ Print / Delete (Read)

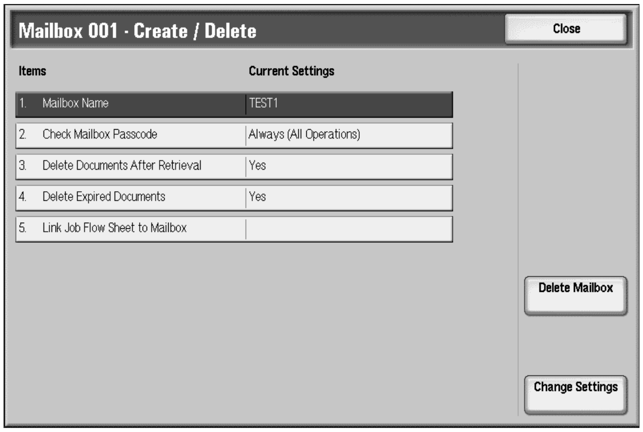
The System Administrator's Login ID needs to be set in order to enable the Check Mailbox Passcode setting.

7. Select **On** or **Off** for the password option.
   a. If you selected **On**, continue to **Step 8**.
   b. If you selected **Off**, continue to **Step 11**.
8. Enter the desired password.
9. Select the access restrictions (**Target Operation**):
   - **Always (All Operations)**: Requires a password for:
     - Scanning and saving documents to the mailbox
     - Viewing (reading) the mailbox's Document List
     - Printing or deleting documents from the mailbox
   - **Save (Write)**: Requires a password only when scanning and saving to a mailbox. Does *not* require a password for reading (viewing) the mailbox's Document List nor for printing or deleting documents from the mailbox.

- **Print/Delete (Read)**: Requires a password only when reading (viewing) the mailbox's Document List, and when printing or deleting documents from the mailbox. Does *not* require a password when scanning and saving documents to the mailbox.

10. Select **Save**.

11. Select the item to be set, and select **Change Settings**.



Items	Current Settings
1. Mailbox Name	TEST1
2. Check Mailbox Passcode	Always (All Operations)
3. Delete Documents After Retrieval	Yes
4. Delete Expired Documents	Yes
5. Link Job Flow Sheet to Mailbox	

12. Select the desired setting for that item.

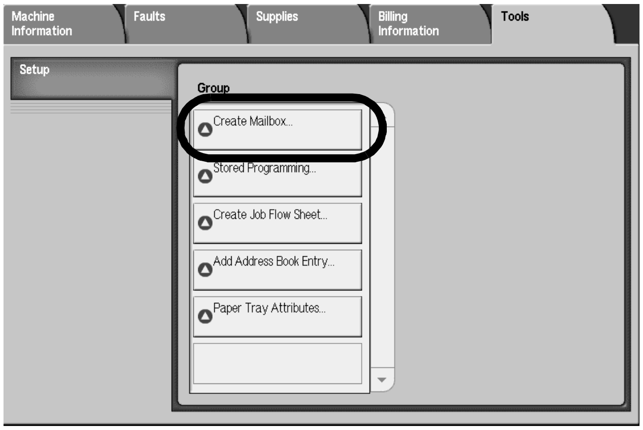
13. Select **Save**; you are returned to the **Mailbox Create/Delete** screen.

14. Repeat **Steps 11-13** for the remaining items.

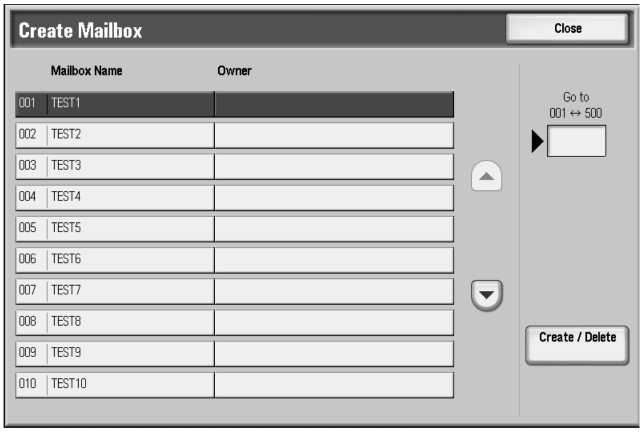
15. Select Close from the **Mailbox Create/Delete** screen; you are returned to the **Mailbox** screen.

Editing or deleting an existing mailbox

1. Press the **Machine Status** button on the Control Panel.
2. Press the **Tools** tab.
3. From the **Setup Menu** screen, select **Create Mailbox**.


Machine Information
Faults
Supplies
Billing Information
Tools
Setup
Group
Create Mailbox...
Stored Programming...
Create Job Flow Sheet...
Add Address Book Entry...
Paper Tray Attributes...

4. Select a **Mailbox**.

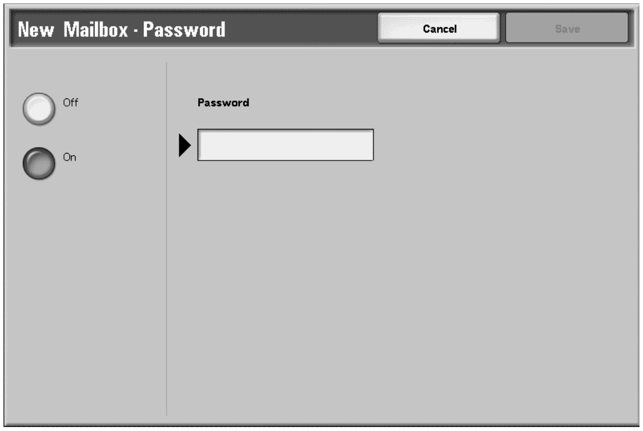

Create Mailbox
Close
Go to
001 ↔ 500
Create / Delete

	Mailbox Name	Owner
001	TEST1	
002	TEST2	
003	TEST3	
004	TEST4	
005	TEST5	
006	TEST6	
007	TEST7	
008	TEST8	
009	TEST9	
010	TEST10	

5. Select **Create/Delete**.

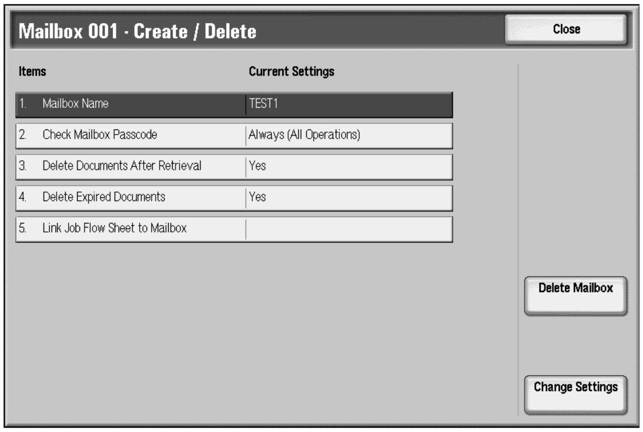
NOTE: *By entering a three-digit number with the numeric keypad, you can go directly to a specific mailbox.*

6. If you are editing/deleting an existing mailbox that has an assigned password, the following dialog box appears.


New Mailbox - Password
Cancel
Save
○ Off
● On
Password

   a. Enter the password for that mailbox.
   b. Select **Confirm**.

7. Select the item to be set, and select **Change Settings**.


Mailbox 001 - Create / Delete
Close
Delete Mailbox
Change Settings

Items	Current Settings
1. Mailbox Name	TEST1
2. Check Mailbox Passcode	Always (All Operations)
3. Delete Documents After Retrieval	Yes
4. Delete Expired Documents	Yes
5. Link Job Flow Sheet to Mailbox	

8. Select the desired setting for that item.

9. Select **Save**; you are returned to the **Mailbox Create/Delete** screen.

10. Repeat **Steps 7-9** for the remaining items.

11. Select Close from the **Mailbox Create/Delete** screen; you are returned to the **Mailbox** screen.

Mailbox backup information

Your System Administrator can back up all the mailboxes and their documents from the machine onto a remote computer. This is done by using a software application called **Backup Tool for restored document**. This ensures that if the machine malfunctions, the mailboxes and their respective contents can be restored to the machine by the System Administrator.

KEY POINT: When the System Administrator backups the mailboxes, the following settings are **not** backed up and will be lost; therefore, you if you use any of these setting, you should record them so that, if necessary, you can reprogram your mailbox and its documents after they are restored onto the machine:

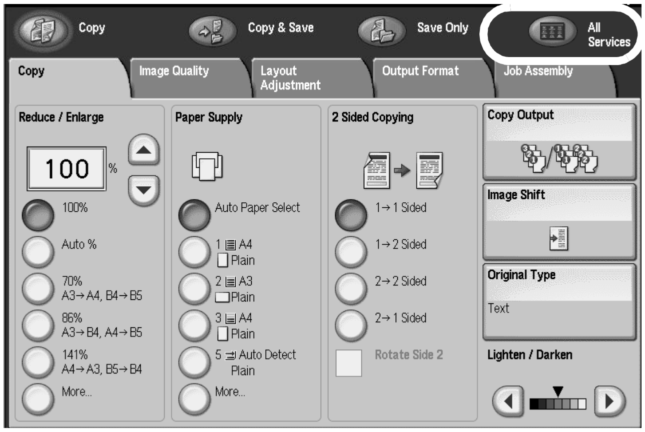
- Mailbox Passwords
- Access restrictions (Target Operations); refer to **Step 3 of the Create a mailbox procedure on page 5-3**
- Automatic deletion of documents after retrieval
- Deletion of documents after their expiration date
- Links to Job Flow Sheets

Send from Mailbox

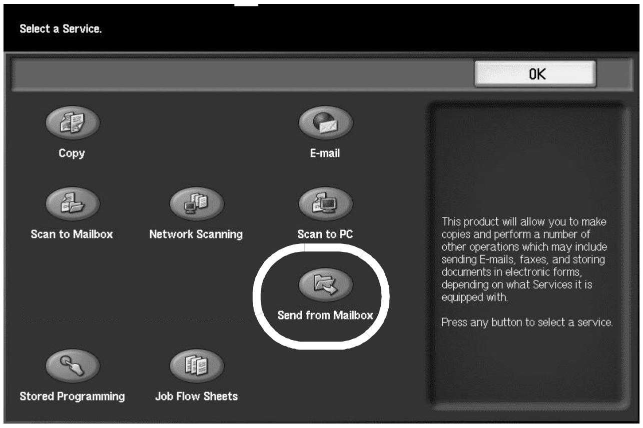
NOTE: *The Send from Mailbox feature is not available for some models. An optional package may be necessary. For more information, contact the Customer Support Center.*

Accessing the Send from Mailbox options

1. Press the **All Services** button.


Copy
Copy & Save
Save Only
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Reduce / Enlarge
100 %
100%
Auto %
70% A3→A4, B4→B5
86% A3→B4, A4→B5
141% A4→A3, B5→B4
More...
Paper Supply
Auto Paper Select
1 A4 Plain
2 A3 Plain
3 A4 Plain
5 Auto Detect Plain
More...
2 Sided Copying
1→1 Sided
1→2 Sided
2→2 Sided
2→1 Sided
Rotate Side 2
Copy Output
Image Shift
Original Type
Text
Lighten / Darken

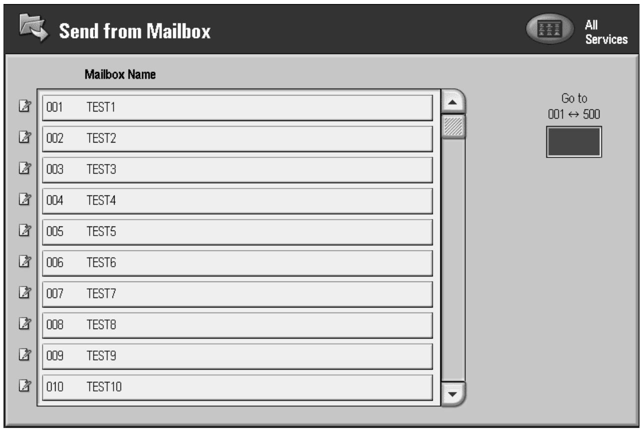
2. Select **Send from Mailbox**.


Select a Service.
OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

3. Select the desired mailbox.

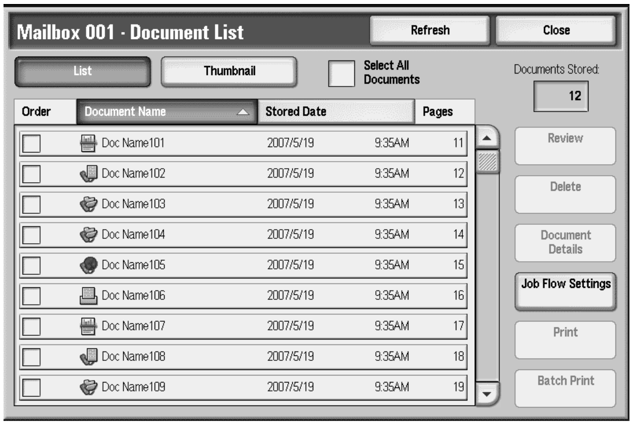

Send from Mailbox
All Services
Go to
001 ↔ 500

	Mailbox Name
001	TEST1
002	TEST2
003	TEST3
004	TEST4
005	TEST5
006	TEST6
007	TEST7
008	TEST8
009	TEST9
010	TEST10

- If required, enter a passcode and select the **Confirm** button.

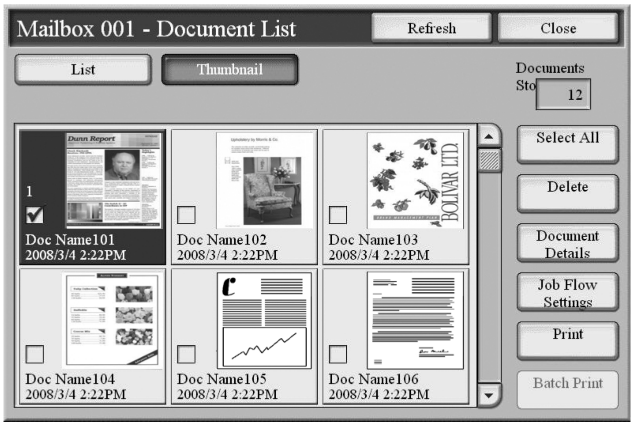
4. The selected mailbox document list appears.

- To see the documents in a list view of the document list, select the **List** button.

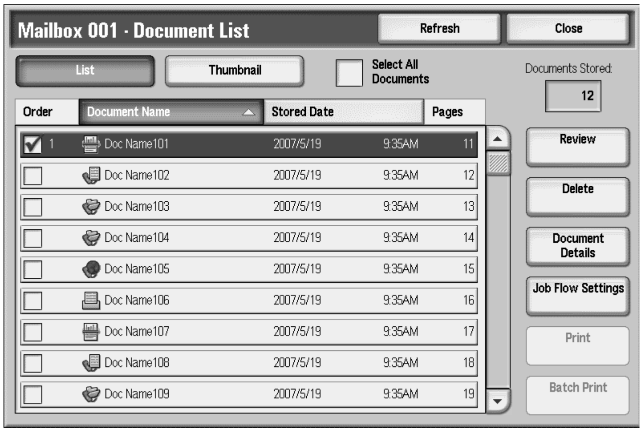

Mailbox 001 - Document List
Refresh
Close
List
Thumbnail
Select All Documents
Documents Stored:
12
Review
Delete
Document Details
Job Flow Settings
Print
Batch Print

Order	Document Name	Stored Date		Pages
☐	Doc Name101	2007/5/19	9:35AM	11
☐	Doc Name102	2007/5/19	9:35AM	12
☐	Doc Name103	2007/5/19	9:35AM	13
☐	Doc Name104	2007/5/19	9:35AM	14
☐	Doc Name105	2007/5/19	9:35AM	15
☐	Doc Name106	2007/5/19	9:35AM	16
☐	Doc Name107	2007/5/19	9:35AM	17
☐	Doc Name108	2007/5/19	9:35AM	18
☐	Doc Name109	2007/5/19	9:35AM	19

- To see the documents in a **Thumbnail** list, select the **Thumbnail** button.


Mailbox 001 - Document List
Refresh
Close
List
Thumbnail
Documents Stored
12
Select All
Delete
Document Details
Job Flow Settings
Print
Batch Print
1
Doc Name101
2008/3/4 2:22PM
Doc Name102
2008/3/4 2:22PM
Doc Name103
2008/3/4 2:22PM
Doc Name104
2008/3/4 2:22PM
Doc Name105
2008/3/4 2:22PM
Doc Name106
2008/3/4 2:22PM

5. Select a document.


Mailbox 001 - Document List
Refresh
Close
List
Thumbnail
Select All Documents
Documents Stored:
12
Review
Delete
Document Details
Job Flow Settings
Print
Batch Print

Order	Document Name	Stored Date		Pages
☑ 1	Doc Name101	2007/5/19	9:35AM	11
☐	Doc Name102	2007/5/19	9:35AM	12
☐	Doc Name103	2007/5/19	9:35AM	13
☐	Doc Name104	2007/5/19	9:35AM	14
☐	Doc Name105	2007/5/19	9:35AM	15
☐	Doc Name106	2007/5/19	9:35AM	16
☐	Doc Name107	2007/5/19	9:35AM	17
☐	Doc Name108	2007/5/19	9:35AM	18
☐	Doc Name109	2007/5/19	9:35AM	19

6. Select the desired option: Review, Delete, Document Details, Job Flow Settings, Print, or Batch/Print; each of these options is discussed in more detail beginning on the next page.

NOTE: *Up to 100 copied, printed and scanned documents can be stored.*

NOTE: *The number of documents saved is displayed in* ***Documents Stored****.*

Updated information is displayed by selecting ***Refresh****.*

Select ▲ to display the previous screen and select ▼ to display the next screen. Also, select ⤒ to display the first screen and select ⤓ to display the last screen. When ***Select All*** *is selected, all documents in the box are selected. The selection will be canceled if the button is selected again.*

You can sort documents in ascending or descending order by pressing either ***Document Name*** *or* ***Stored Date****.*

To the left of the document name is displayed an icon showing the document contents.

🗐*: Copied document*

🖨*: Printed document*

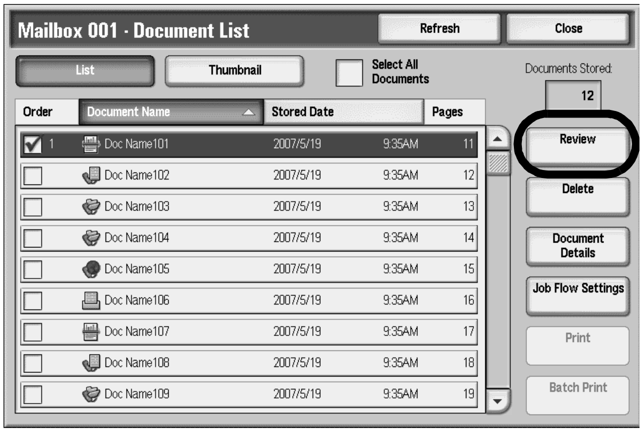
🗎*: Edited document*

🖷*: Scanned Document*

Review

This feature allows you to review the document settings in a mailbox.

1. Refer to **"Accessing the Send from Mailbox options" on page 5-7**
2. Select a document or documents and select **Review**.

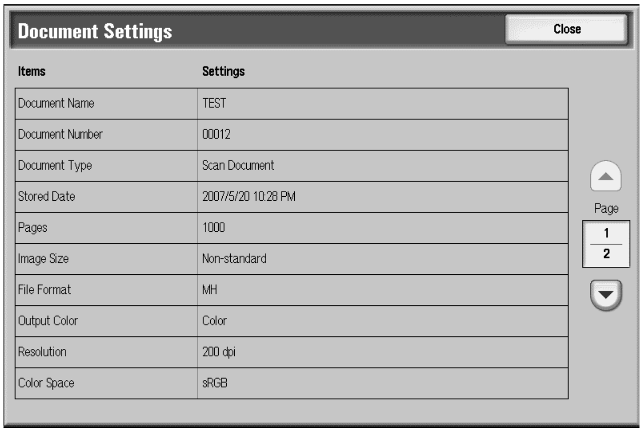


Mailbox 001 - Document List

Refresh
Close
List
Thumbnail
☐ Select All Documents
Documents Stored:
12
Review
Delete
Document Details
Job Flow Settings
Print
Batch Print

Order	Document Name	Stored Date		Pages
☑ 1	Doc Name101	2007/5/19	9:35AM	11
☐	Doc Name102	2007/5/19	9:35AM	12
☐	Doc Name103	2007/5/19	9:35AM	13
☐	Doc Name104	2007/5/19	9:35AM	14
☐	Doc Name105	2007/5/19	9:35AM	15
☐	Doc Name106	2007/5/19	9:35AM	16
☐	Doc Name107	2007/5/19	9:35AM	17
☐	Doc Name108	2007/5/19	9:35AM	18
☐	Doc Name109	2007/5/19	9:35AM	19

3. The **Document Settings** screen appears.



Document Settings

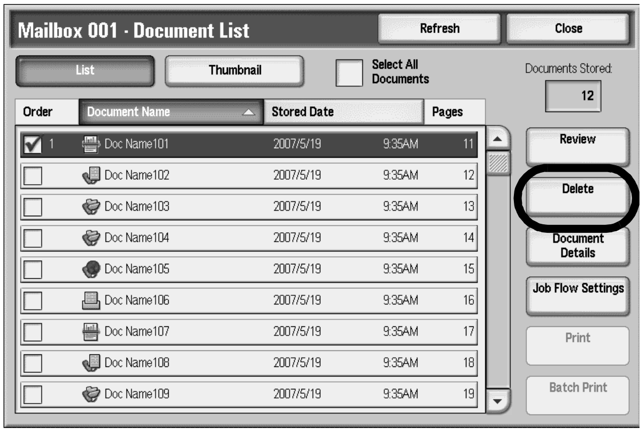
Close
Page
1
2

Items	Settings
Document Name	TEST
Document Number	00012
Document Type	Scan Document
Stored Date	2007/5/20 10:28 PM
Pages	1000
Image Size	Non-standard
File Format	MH
Output Color	Color
Resolution	200 dpi
Color Space	sRGB

Delete

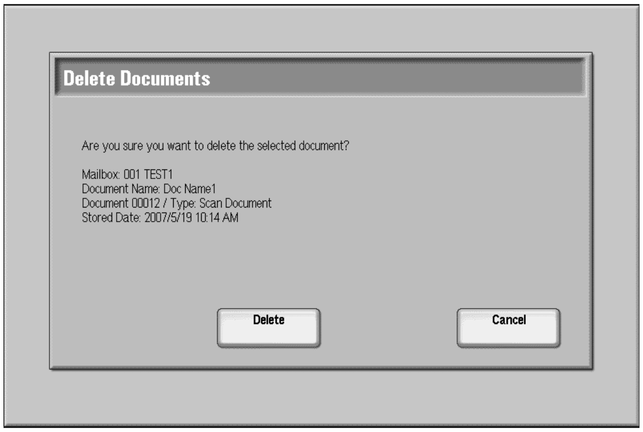
This feature allows you to delete documents in a mailbox

1. Refer to **“Accessing the Send from Mailbox options” on page 5-7**
2. Select a document or documents and select **Delete**.


Mailbox 001 - Document List
Refresh
Close
List
Thumbnail
Select All Documents
Documents Stored:
12
Review
Delete
Document Details
Job Flow Settings
Print
Batch Print

Order	Document Name	Stored Date		Pages
☑ 1	Doc Name101	2007/5/19	9:35AM	11
☐	Doc Name102	2007/5/19	9:35AM	12
☐	Doc Name103	2007/5/19	9:35AM	13
☐	Doc Name104	2007/5/19	9:35AM	14
☐	Doc Name105	2007/5/19	9:35AM	15
☐	Doc Name106	2007/5/19	9:35AM	16
☐	Doc Name107	2007/5/19	9:35AM	17
☐	Doc Name108	2007/5/19	9:35AM	18
☐	Doc Name109	2007/5/19	9:35AM	19

3. The **Delete** screen appears.


Delete Documents
Delete
Cancel

Are you sure you want to delete the selected document?

Mailbox: 001 TEST1
Document Name: Doc Name1
Document 00012 / Type: Scan Document
Stored Date: 2007/5/19 10:14 AM

- Delete

  This deletes the document.

NOTE 1: *Once the document is deleted, it cannot be recovered.*

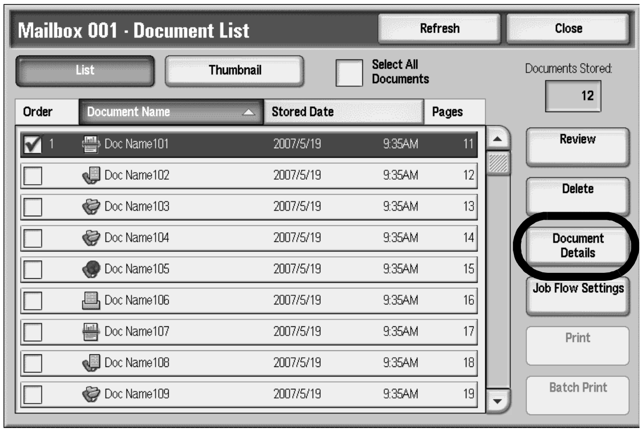
- Cancel

  This cancels deleting the document.

Document Details

This feature allows you to check documents stored in a mailbox, change their names, change the view size, change the rotation, and display different pages.

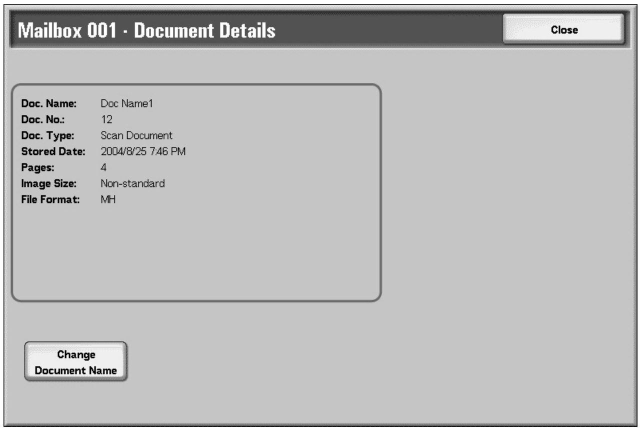
1. Refer to **“Accessing the Send from Mailbox options” on page 5-7**
2. Select a document and select **Document Details**.


Mailbox 001 - Document List
Refresh
Close
List
Thumbnail
☐ Select All Documents
Review
Delete
Document Details
Job Flow Settings
Print
Batch Print

Documents Stored: 12

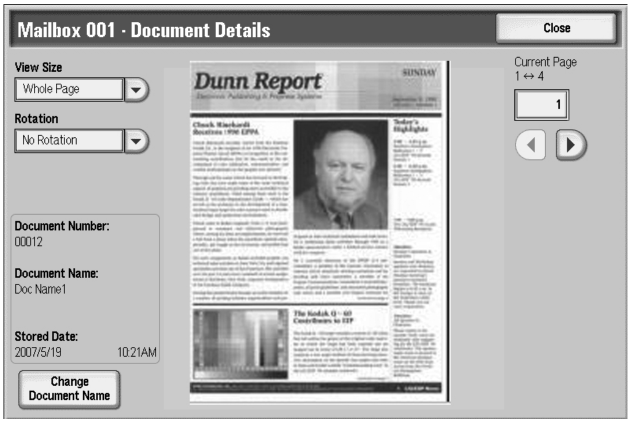
Order	Document Name	Stored Date	Pages
☑ 1	Doc Name101	2007/5/19 9:35AM	11
☐	Doc Name102	2007/5/19 9:35AM	12
☐	Doc Name103	2007/5/19 9:35AM	13
☐	Doc Name104	2007/5/19 9:35AM	14
☐	Doc Name105	2007/5/19 9:35AM	15
☐	Doc Name106	2007/5/19 9:35AM	16
☐	Doc Name107	2007/5/19 9:35AM	17
☐	Doc Name108	2007/5/19 9:35AM	18
☐	Doc Name109	2007/5/19 9:35AM	19

3. Select either **List** or **Thumbnail** view.
4. The **Document Details** screen appears.


Mailbox 001 - Document Details
Close
Change Document Name

Doc. Name: Doc Name1
Doc. No.: 12
Doc. Type: Scan Document
Stored Date: 2004/8/25 7:46 PM
Pages: 4
Image Size: Non-standard
File Format: MH

5. The **Document Details** screen appears.


Mailbox 001 - Document Details
Close
Change Document Name
Dunn Report
SUNDAY
Chuck Rinehardt
Today's Highlights
The Kodak Q-60

View Size: Whole Page
Rotation: No Rotation
Current Page 1 ↔ 4: 1

Document Number: 00012
Document Name: Doc Name1
Stored Date: 2007/5/19 10:21AM

View Size and Rotation

This feature allows you to change the size and rotation of the document view.

Select View Size or Rotation pull down menu and select the desired view size and rotation:

- **View Size:** Select either **Whole Page** or **Enlarged View**
- **Rotation:** This allows you to rotate ALL the pages for the selected document. Select one of four rotation options:
  - No Rotation
  - Right 90
  - Left 90
  - 180 degrees

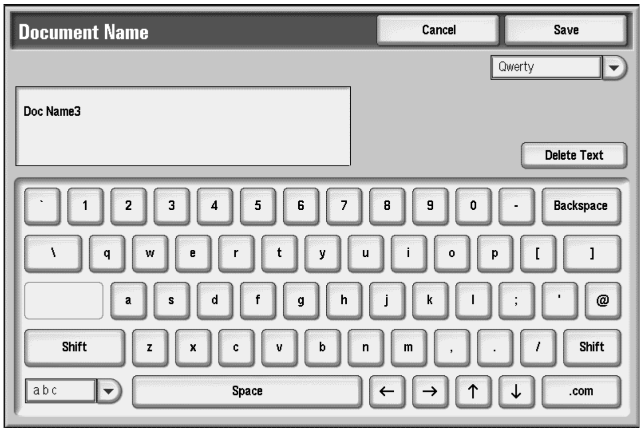
  Selecting a rotation option results in **all** the document pages being rotated.

Change Document Name

You can rename documents.

NOTE: *You cannot rename documents if multiple documents are selected.*

1. Select **Change Document Name**.



Document Name

Qwerty

Doc Name3

abc

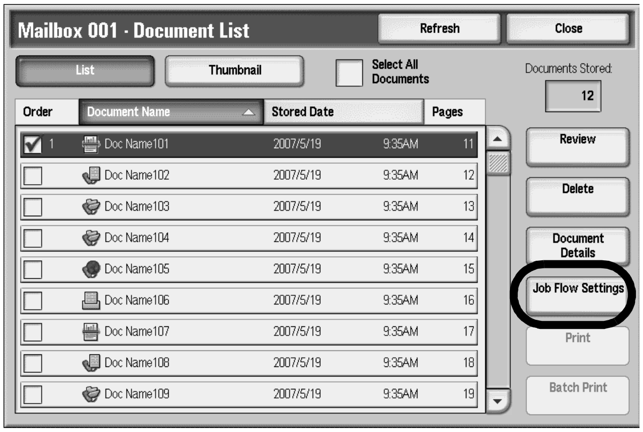
Cancel
Save
Delete Text
` 1 2 3 4 5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p [ ]
a s d f g h j k l ; ' @
Shift z x c v b n m , . / Shift
Space
← → ↑ ↓
.com

2. Enter document name using the keyboard shown.
3. Select **Save** to keep the name change.

Job Flow Settings

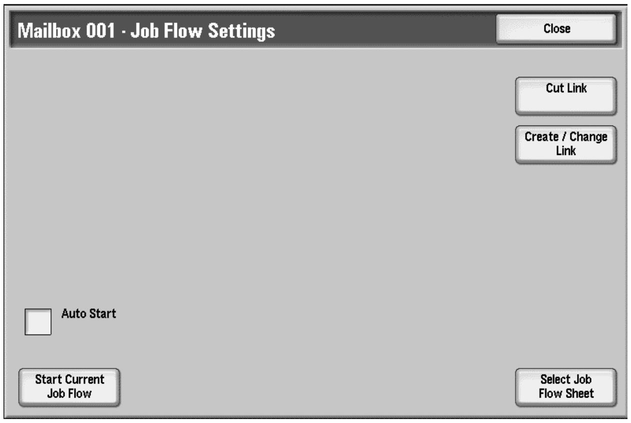
This feature allows you to job flow settings for documents in the mailbox.

1. Refer to **“Accessing the Send from Mailbox options” on page 5-7**
2. Select a document and select **Job Flow Settings**.


Mailbox 001 - Document List
Refresh
Close
List
Thumbnail
☐ Select All Documents
Documents Stored
12
Review
Delete
Document Details
Job Flow Settings
Print
Batch Print

Order	Document Name	Stored Date		Pages
☑ 1	Doc Name101	2007/5/19	9:35AM	11
☐	Doc Name102	2007/5/19	9:35AM	12
☐	Doc Name103	2007/5/19	9:35AM	13
☐	Doc Name104	2007/5/19	9:35AM	14
☐	Doc Name105	2007/5/19	9:35AM	15
☐	Doc Name106	2007/5/19	9:35AM	16
☐	Doc Name107	2007/5/19	9:35AM	17
☐	Doc Name108	2007/5/19	9:35AM	18
☐	Doc Name109	2007/5/19	9:35AM	19

3. The **Job Flow Settings** screen appears.

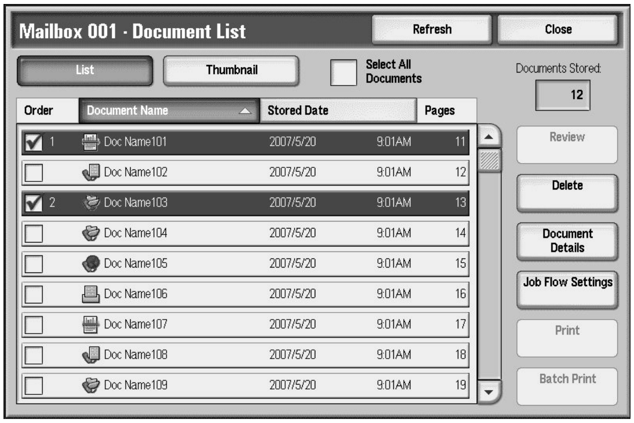

Mailbox 001 - Job Flow Settings
Close
Cut Link
Create / Change Link
☐ Auto Start
Start Current Job Flow
Select Job Flow Sheet

4. Select the desired Job flow settings.

Print/Batch Print Documents

This feature allows you to print documents or multiple documents stored in a box.

1. Select a document or multiple documents, and select **Print** or **Batch Print**.

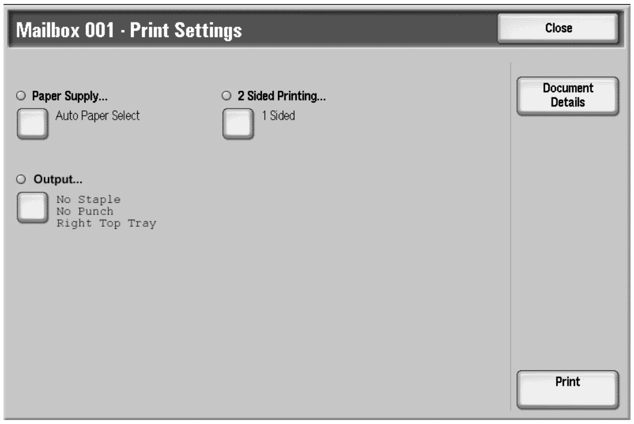

Mailbox 001 - Document List
Refresh
Close
List
Thumbnail
Select All Documents
Review
Delete
Document Details
Job Flow Settings
Print
Batch Print

Documents Stored: 12

	Order	Document Name	Stored Date		Pages
☑	1	Doc Name101	2007/5/20	9:01AM	11
☐		Doc Name102	2007/5/20	9:01AM	12
☑	2	Doc Name103	2007/5/20	9:01AM	13
☐		Doc Name104	2007/5/20	9:01AM	14
☐		Doc Name105	2007/5/20	9:01AM	15
☐		Doc Name106	2007/5/20	9:01AM	16
☐		Doc Name107	2007/5/20	9:01AM	17
☐		Doc Name108	2007/5/20	9:01AM	18
☐		Doc Name109	2007/5/20	9:01AM	19

***NOTE:** The documents will be merged in the order they are selected.*

2. Select the desired print settings and press **Print**.

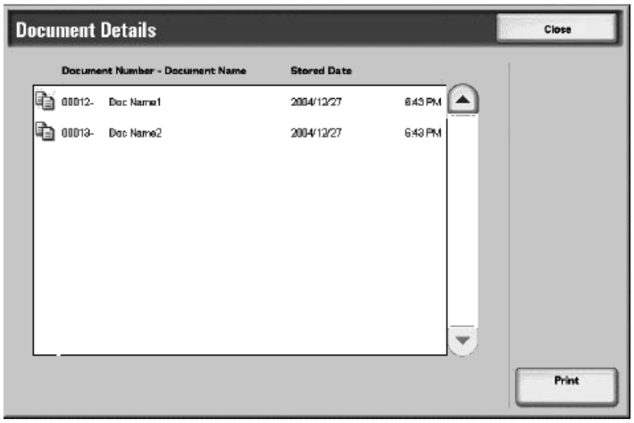

Mailbox 001 - Print Settings
Close
Document Details
Print

○ Paper Supply...
Auto Paper Select

○ 2 Sided Printing...
1 Sided

○ Output...
No Staple
No Punch
Right Top Tray

3. Select Document Details to check the content of a document selected.

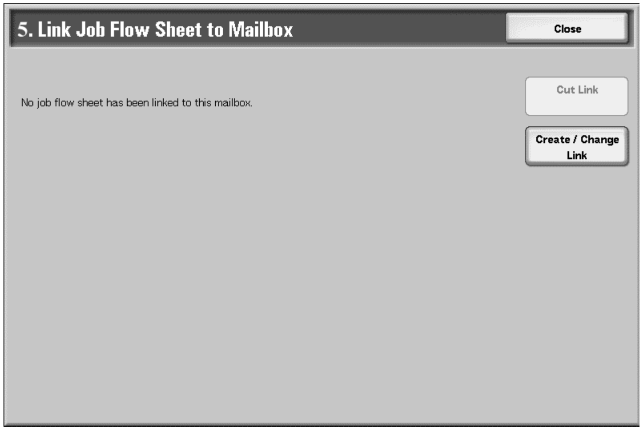

Document Details
Close
Print

Document Number - Document Name		Stored Date	
00012-	Doc Name1	2004/12/27	6:43 PM
00013-	Doc Name2	2004/12/27	6:43 PM

Linking a Flow Sheet to a mailbox

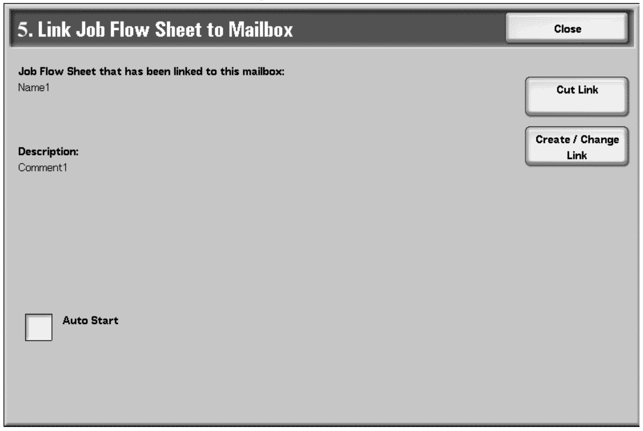
To link a job flow sheet to a registered mailbox, perform the following:

1. From the Mailbox Create/Delete screen, select **Link Flow Sheet to Mailbox**.
2. Select **Change Settings**.
   - If a job flow sheet is **not** currently linked/associated to this mailbox, then the following screen appears:


5. Link Job Flow Sheet to Mailbox
Close
Cut Link
Create / Change Link

No job flow sheet has been linked to this mailbox.

   - If a job flow sheet **is** already linked/associated to this mailbox, the following screen on appears.


5. Link Job Flow Sheet to Mailbox
Close
Cut Link
Create / Change Link

Job Flow Sheet that has been linked to this mailbox:
Name1

Description:
Comment1

☐ **Auto Start**

   - **Cut Link**: Disassociate the job flow from the mailbox.
   - **Create/Change Link**: A screen for job flow association appears. You can select from the existing job flows or create a new job flow.

For more information, refer to **"Job Flow" on page 6-1**.

   - Auto Start: If you select the Auto Start check box, when a document is stored in the mailbox, the procedure registered in the job flow is automatically is started.

6. Job Flow

Overview

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

A Job Flow Sheet allows you to process documents that are stored in private mailboxes. A Job Flow is started in the following ways:

- Automatically when a document is linked *to* a mailbox
- Manually selecting a Job Flow to act on documents stored in the mailbox.

To start a Job Flow, you must first link a mailbox with a specific Job Flow Sheet. When a Job Flow Sheet is set to start automatically, documents are processed automatically by the Job Flow when they appear in the mailbox.

The following conditions apply to Job Flow Sheets:

- Created Job Flow Sheets can be executed, modified, duplicated, or deleted only from the private mailbox in which it was created.
- You can register the following types of document processing in a Job Flow Sheet:
  - Specifying destinations (FTP, SMB, and e-mail)
  - Specifying multiple destinations and batch processing
  - Printing

The document processing types that you can register in a Job Flow Sheet depend on how the documents are stored in a private mailbox. See the following chart:

Table 1-1.

Input	**Output**			
	Printer	**E-Mail**	**FTP**	**SMB**
Scan	Yes	Yes	Yes	Yes
Print Stored	Yes	No	No	No

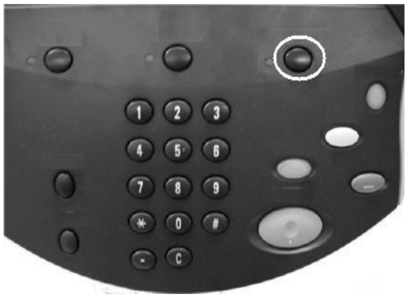
- Only the Job Flow Sheets that you have permission to execute are displayed.
- The Job Flow Sheet feature is available only when the Network Scanning Kit is installed on the machine.

NOTE: *For additional Job Flow Sheet information, including Authentication, and Mailboxes, see the System Administration Guide.*

Job Flow Procedures

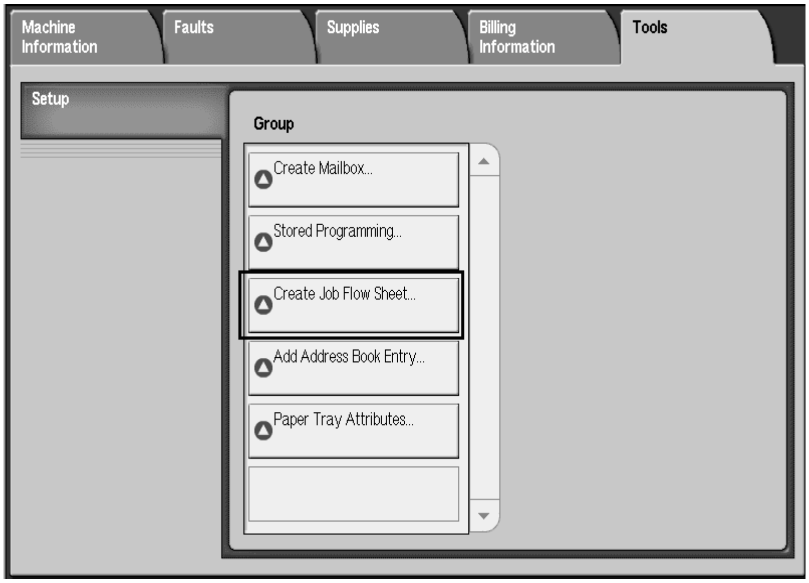
Creating a Job Flow Sheet

1. Press the **Machine Status** button.



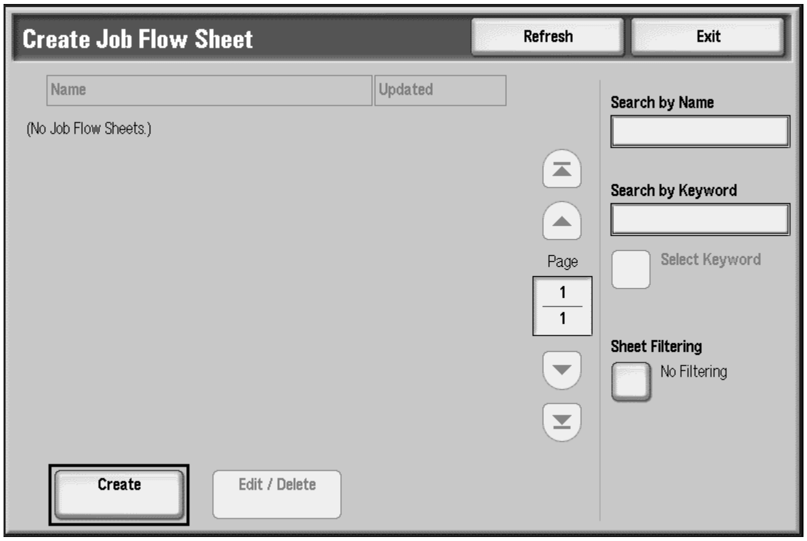
1
2
3
4
5
6
7
8
9
*
0
#
C

2. From the tab menu, select:
   a. **Tools** tab.
   b. **Create Job Flow Sheet** button



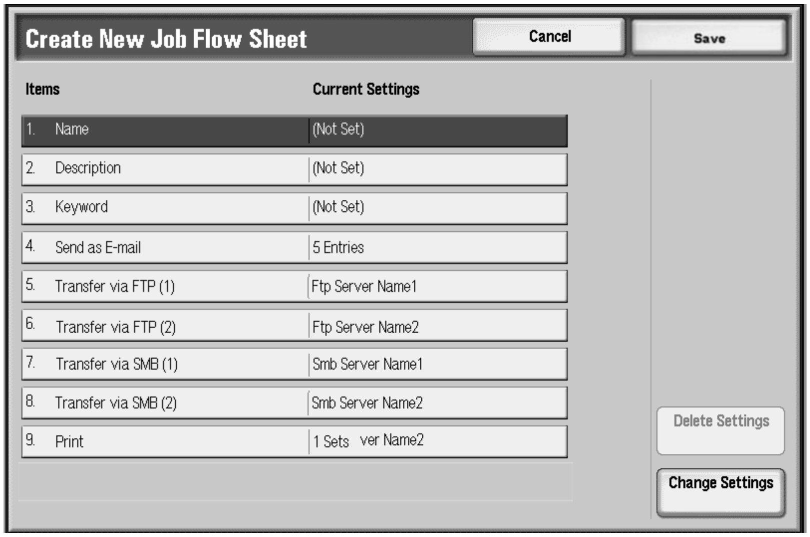
Machine Information
Faults
Supplies
Billing Information
Tools
Setup
Group
Create Mailbox...
Stored Programming...
Create Job Flow Sheet...
Add Address Book Entry...
Paper Tray Attributes...

3. Select **Create**.


Create Job Flow Sheet
Refresh
Exit
Name
Updated
Page
1
1
Search by Name
Search by Keyword
Select Keyword
Sheet Filtering
No Filtering
Create
Edit / Delete

(No Job Flow Sheets.)

4. The Create New Job Flow Sheet screen allows you to enter the data necessary to create a new Job Flow Sheet. Each listed option can be deleted or changed.
   - **Change Settings:** Select this to confirm or change the setting values of the selected items.
   - **Delete Settings:** This deletes the setting values of all selected items. You will be asked to confirm the delete process.


Create New Job Flow Sheet
Cancel
Save
Delete Settings
Change Settings

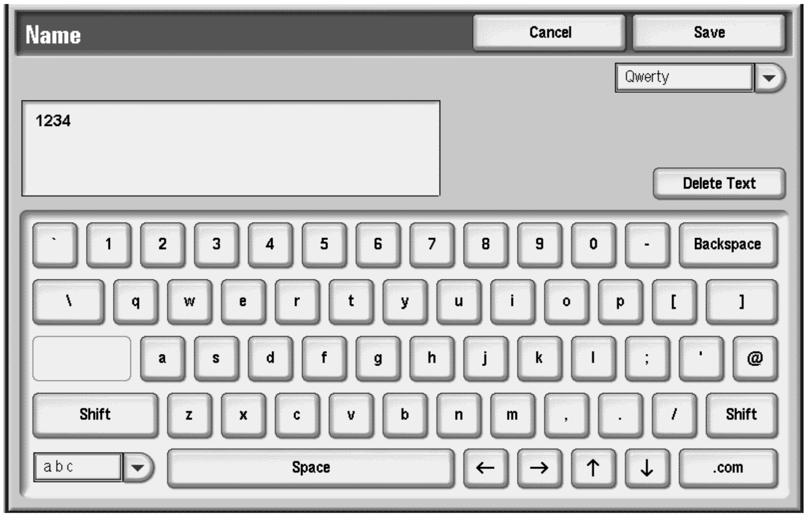
Items	Current Settings
1. Name	(Not Set)
2. Description	(Not Set)
3. Keyword	(Not Set)
4. Send as E-mail	5 Entries
5. Transfer via FTP (1)	Ftp Server Name1
6. Transfer via FTP (2)	Ftp Server Name2
7. Transfer via SMB (1)	Smb Server Name1
8. Transfer via SMB (2)	Smb Server Name2
9. Print	1 Sets ver Name2

5. Select the following line items and then press **Change Settings**. Use the keypad screen to enter information.

a. **Name**: Set the name for the job flow using a maximum of 128 characters.

b. **Description**: Set the description of the job flow using a maximum of 256 characters.

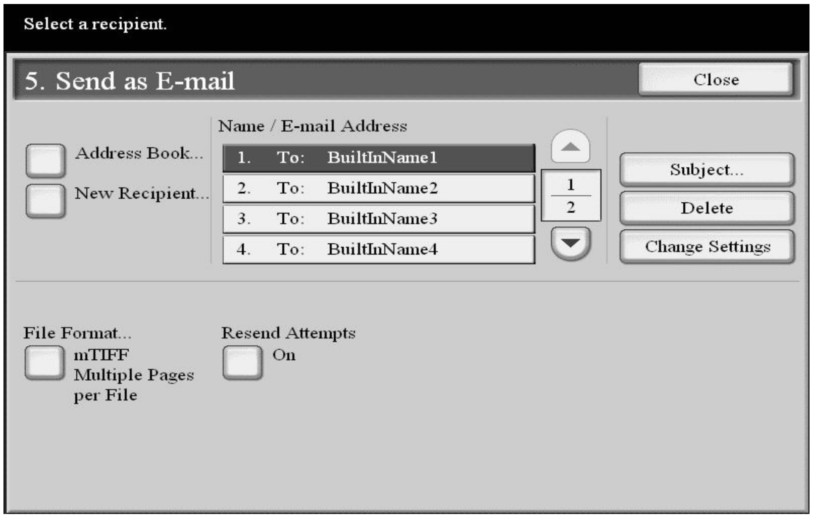
c. **Keyword**: Used to search for a Job Flow Sheet using a maximum of 12 characters. For example, enter *Accounting* as a keyword to access any Job Flow Sheets that contain *Accounting* in the Job Flow name.


Name
Cancel
Save
Qwerty
Delete Text
` 1 2 3 4 5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p [ ]
a s d f g h j k l ; ' @
Shift z x c v b n m , . / Shift
abc
Space
← → ↑ ↓
.com

1234

d. **Send as E-mail**: Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.

- **Address Book:** The recipients can be specified from address book. The specified recipient appears in **Recipient Name/E-mail Address** in the **Send E-mail** screen.


5. Send as E-mail
Close
Address Book...
New Recipient...
Name / E-mail Address
1
2
Subject...
Delete
Change Settings
File Format...
Resend Attempts

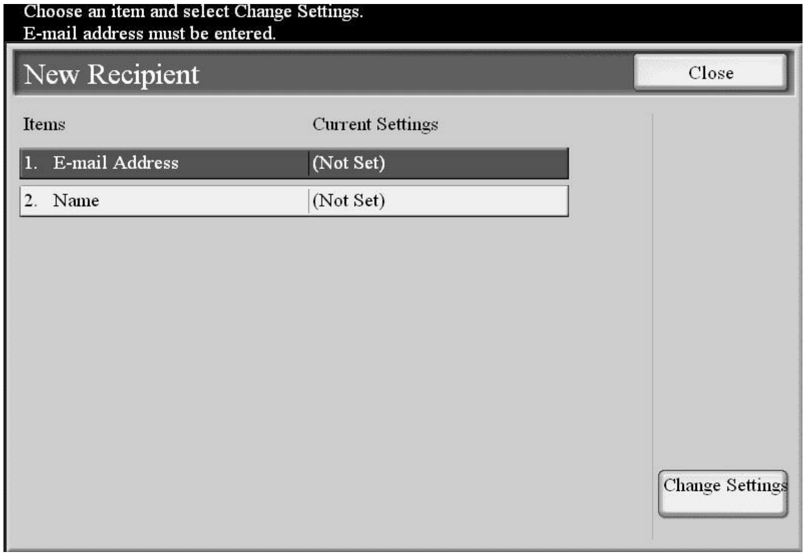
Select a recipient.

1. To: BuiltInName1
2. To: BuiltInName2
3. To: BuiltInName3
4. To: BuiltInName4

File Format... mTIFF Multiple Pages per File

Resend Attempts On

- **New Recipient: Specify a new recipient. The specified recipient appears in Recipient Name/E-mail Address in the Mail Send screen.**
  - – Select the item you want to change, and select **Change Settings** to set.
  - – **Subject:** If desired, set a specific subject.
  - – **Delete:** This deletes all information for the selected recipients.
  - – **Change Settings:** Confirm or change the selected recipients as shown in the following image.

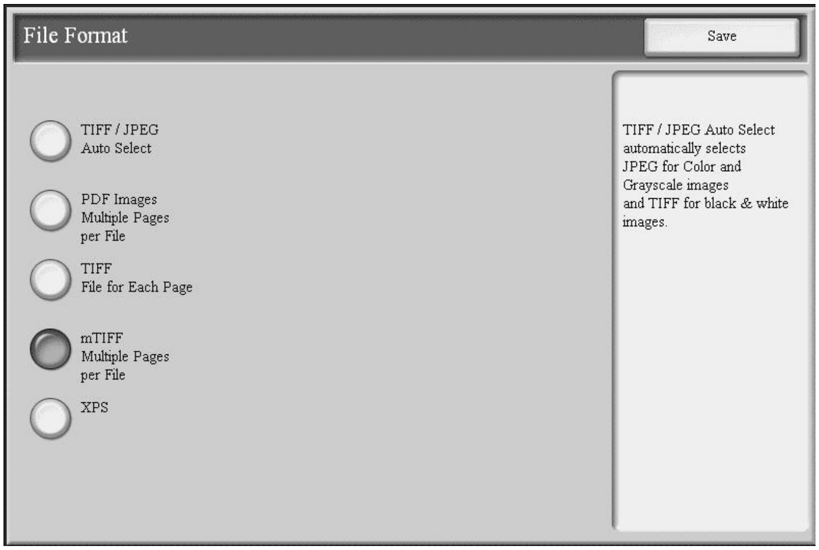


Choose an item and select Change Settings.
E-mail address must be entered.

New Recipient

Items	Current Settings
1. E-mail Address	(Not Set)
2. Name	(Not Set)

  - – **File Format:** Specify the output file format.

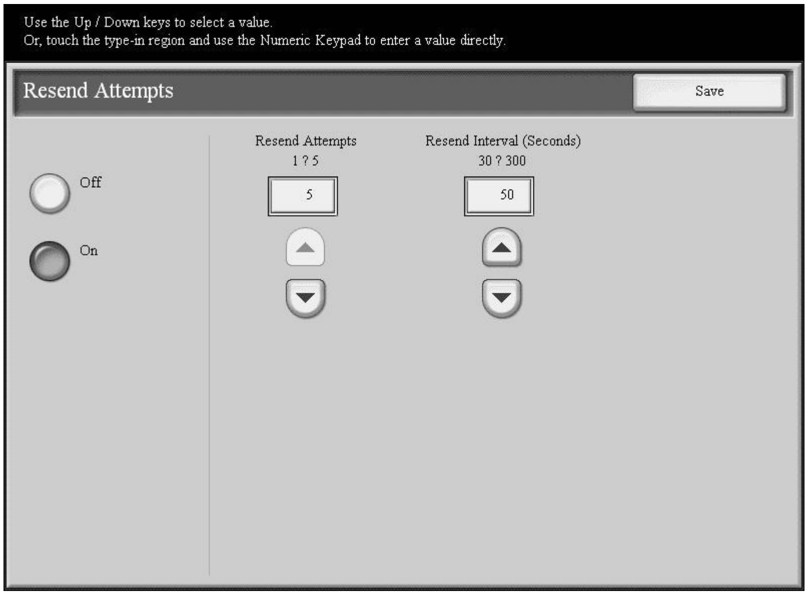


File Format

○ TIFF / JPEG Auto Select
○ PDF Images Multiple Pages per File
○ TIFF File for Each Page
● mTIFF Multiple Pages per File
○ XPS

TIFF / JPEG Auto Select automatically selects JPEG for Color and Grayscale images and TIFF for black & white images.

– **Resend Attempts**: Set the amount of times you want to resend an E-mail or to turn off the feature:



Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Resend Attempts

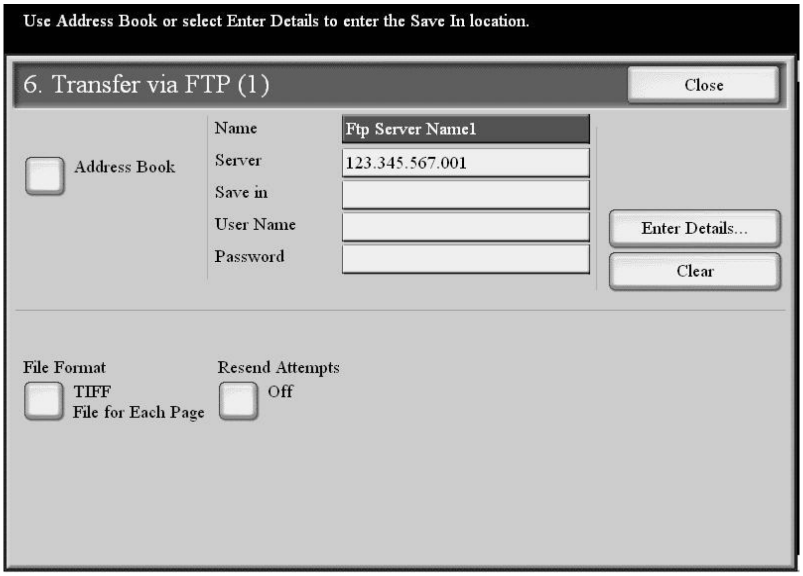
○ Off

● On

Resend Attempts 1 ? 5: 5

Resend Interval (Seconds) 30 ? 300: 50

e. **Transfer via FTP (1) and Transfer via FTP (2)**: Specify the server where documents are sent using FTP protocols.



Use Address Book or select Enter Details to enter the Save In location.

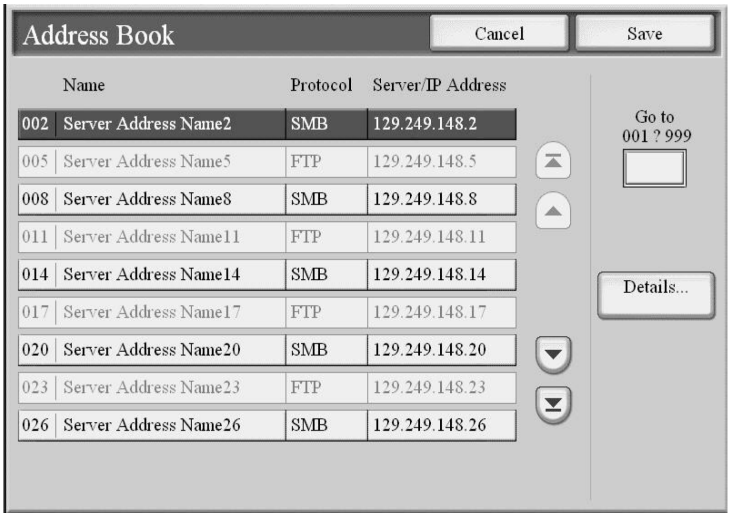
6. Transfer via FTP (1)

Name	Ftp Server Name1
Server	123.345.567.001
Save in	
User Name	
Password	

File Format: TIFF File for Each Page

Resend Attempts: Off

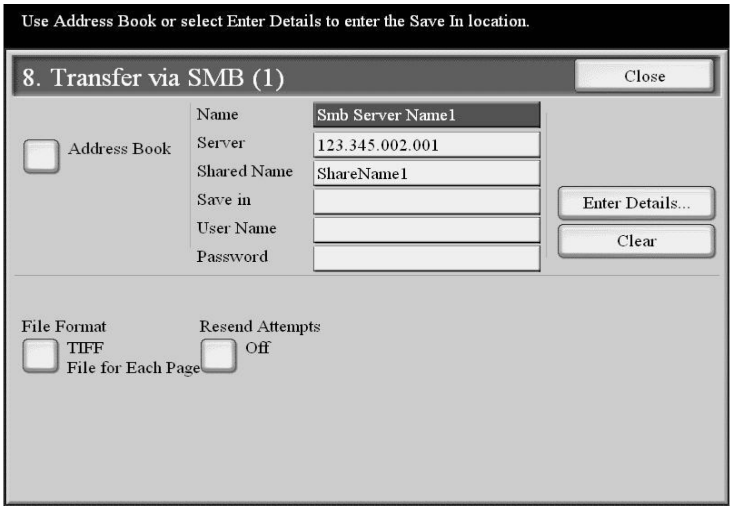
- **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the **FTP Transfer** screen.



Name	Protocol	Server/IP Address
002 Server Address Name2	SMB	129.249.148.2
005 Server Address Name5	FTP	129.249.148.5
008 Server Address Name8	SMB	129.249.148.8
011 Server Address Name11	FTP	129.249.148.11
014 Server Address Name14	SMB	129.249.148.14
017 Server Address Name17	FTP	129.249.148.17
020 Server Address Name20	SMB	129.249.148.20
023 Server Address Name23	FTP	129.249.148.23
026 Server Address Name26	SMB	129.249.148.26

- Select one of **Name**, **Server**, **Save in**, **User Name**, or **Password** and press the **Enter Details** button to display an input screen.
- Name: 18 bytes maximum
- Server: 64 bytes maximum
- Save in: 128 bytes maximum
- User Name: 32 bytes maximum
- Password: 32 bytes maximum
- **File Format:** Specify the output file format.
- You can enter the amount of times you want the information resent using **Resend Attempts**.

f. **Transfer via SMB (1), Transfer via SMB (2):** Specify the server where documents are sent using SMB protocols.

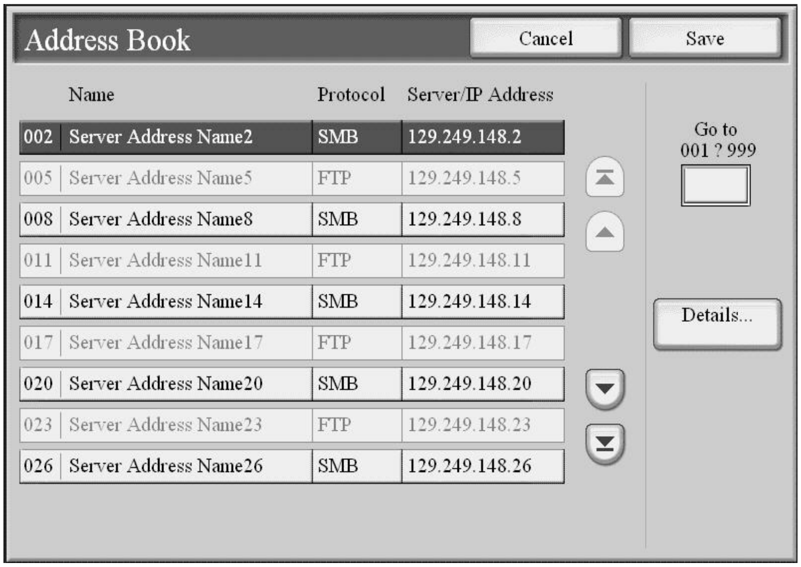


Use Address Book or select Enter Details to enter the Save In location.

Name: Smb Server Name1
Server: 123.345.002.001
Shared Name: ShareName1
Save in:
User Name:
Password:

File Format: TIFF File for Each Page
Resend Attempts: Off

– **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the **SMB Transfer** screen.



	Name	Protocol	Server/IP Address
002	Server Address Name2	SMB	129.249.148.2
005	Server Address Name5	FTP	129.249.148.5
008	Server Address Name8	SMB	129.249.148.8
011	Server Address Name11	FTP	129.249.148.11
014	Server Address Name14	SMB	129.249.148.14
017	Server Address Name17	FTP	129.249.148.17
020	Server Address Name20	SMB	129.249.148.20
023	Server Address Name23	FTP	129.249.148.23
026	Server Address Name26	SMB	129.249.148.26

– Select one of **Name**, **Server**, **Shared Name**, **Save in**, **User Name**, or **Password** and press the button to display an input screen.

The numbers of characters you can input are as follows.

– Name: 18 bytes maximum

– Server: 64 bytes maximum

– Shared Name: 18 bytes maximum

– Save in: 128 bytes maximum

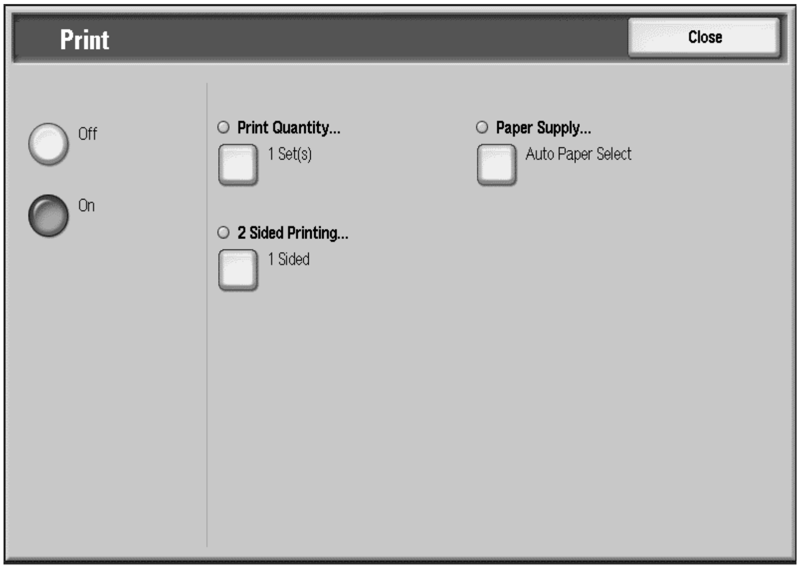
– User Name: 32 bytes maximum

– Password: 32 bytes maximum

– **Enter Details:** You can confirm or change the selected recipients.

– **File Format:** Specify the output file format.

g. Selecting **Print** allows you to set options to print the linked Job Flow Sheet. Select **Off** to disable this feature.

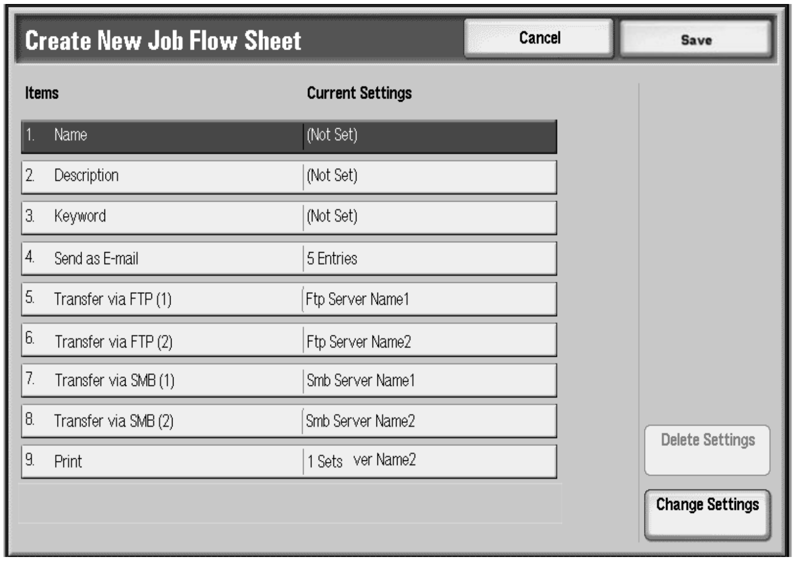

Print
Close
○ Off
● On

Print Quantity... 1 Set(s)

Paper Supply... Auto Paper Select

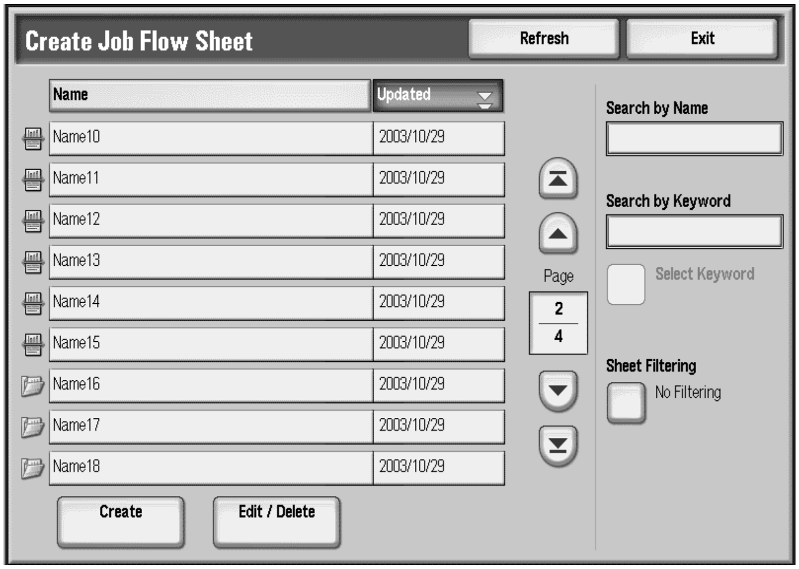
2 Sided Printing... 1 Sided

6. Select **Save** to keep your settings. To activate the Save option, you must enter values in any of the following fields: **Send as E-mail**, **Transfer via FTP**, **Transfer via SMB**, **Print**.


Create New Job Flow Sheet
Cancel
Save
Delete Settings
Change Settings

Items	Current Settings
1. Name	(Not Set)
2. Description	(Not Set)
3. Keyword	(Not Set)
4. Send as E-mail	5 Entries
5. Transfer via FTP (1)	Ftp Server Name1
6. Transfer via FTP (2)	Ftp Server Name2
7. Transfer via SMB (1)	Smb Server Name1
8. Transfer via SMB (2)	Smb Server Name2
9. Print	1 Sets ver Name2

7. View the newly created Job Flow Sheets and select **Exit**.

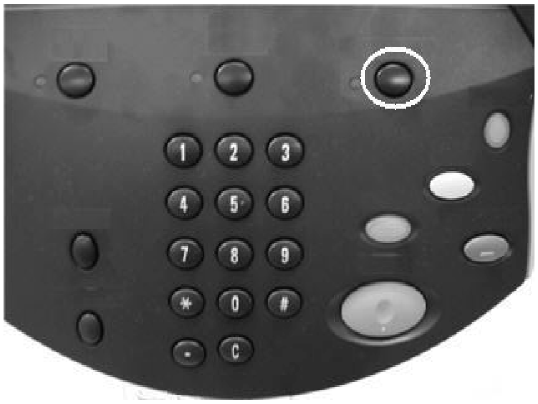

Create Job Flow Sheet
Refresh
Exit
Search by Name
Search by Keyword
Select Keyword
Page
2
4
Sheet Filtering
No Filtering
Create
Edit / Delete

Name	Updated
Name10	2003/10/29
Name11	2003/10/29
Name12	2003/10/29
Name13	2003/10/29
Name14	2003/10/29
Name15	2003/10/29
Name16	2003/10/29
Name17	2003/10/29
Name18	2003/10/29

Linking a Job Flow Sheet with a Mailbox

You can link a mailbox to a Job Flow Sheet, which instructs how the documents in the mailbox are processed.

1. Select the **Machine Status** button on the controller.


1
2
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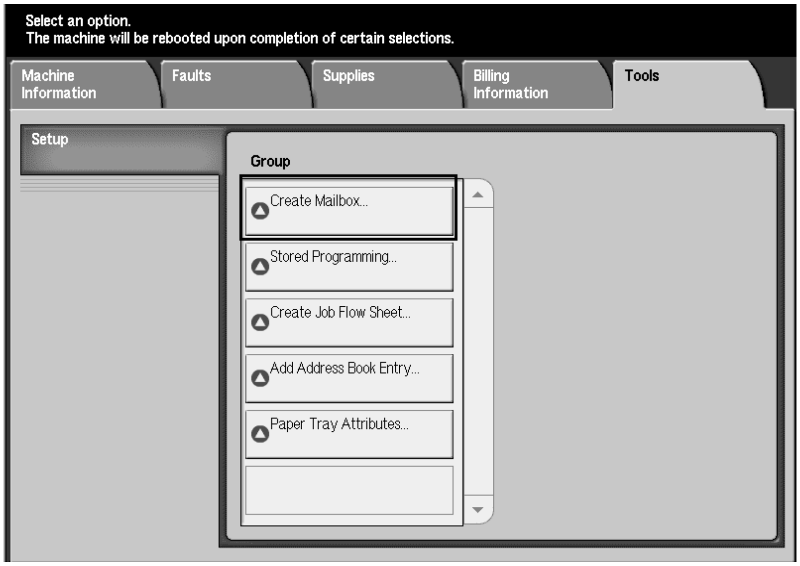
4
5
6
7
8
9
*
0
#
.
C

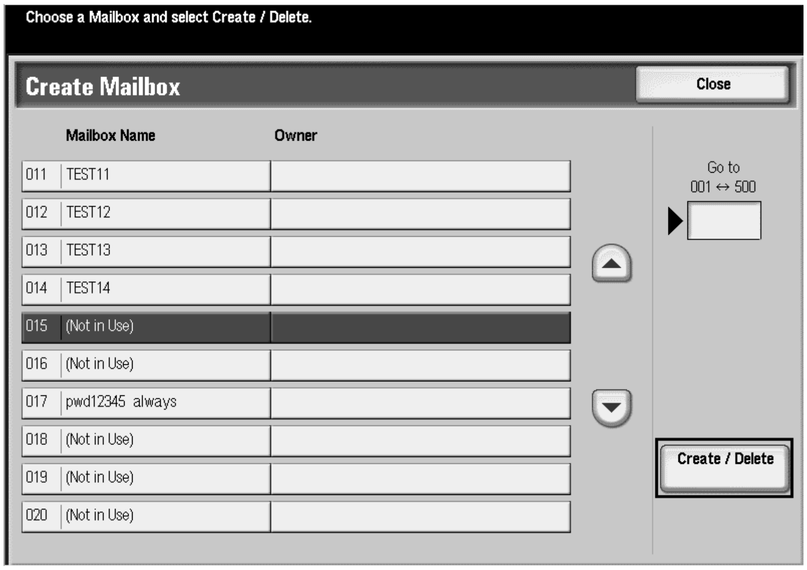
2. From the **Tools** tab, select **Create Mailbox**.



Select an option.
The machine will be rebooted upon completion of certain selections.

Machine Information
Faults
Supplies
Billing Information
Tools
Setup
Group
Create Mailbox...
Stored Programming...
Create Job Flow Sheet...
Add Address Book Entry...
Paper Tray Attributes...

3. For this exercise, you will link a Job Flow Sheet to a new mailbox.
   a. Select a mailbox that is “Not in Use.”
   b. Select **Create/Delete**.



Choose a Mailbox and select Create / Delete.

Create Mailbox
Close
Go to
001 ↔ 500
Create / Delete

	Mailbox Name	Owner
011	TEST11	
012	TEST12	
013	TEST13	
014	TEST14	
015	(Not in Use)	
016	(Not in Use)	
017	pwd12345 always	
018	(Not in Use)	
019	(Not in Use)	
020	(Not in Use)	

4. On the New Mailbox - Password screen, you can enter a password for mailbox access. The password must be entered once you start the Job Flow process.

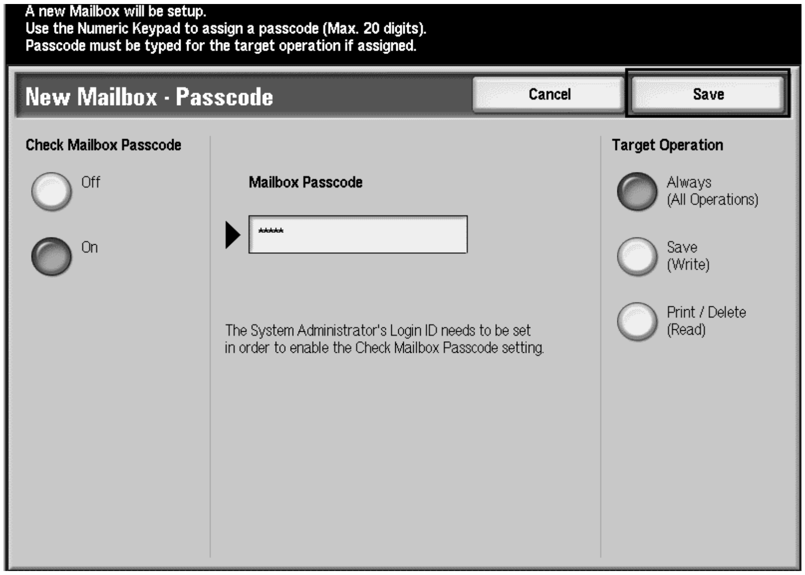
a. Enter a password of up to 20 digits using the Numeric Keypad.

b. Select a password restriction:

- **Always (All Operations)**: A password is required for all Job Flow Sheet access to the mailbox.
- **Save (Write)**: The password entry screen displays when an attempt is made to edit any document in the mailbox.
- **Print/Delete (Read)**: The password entry screen displays when an attempt is made to print or delete any document in the mailbox.

c. Select **Save**.

NOTE: *If you prefer not using a password, select the* ***Off*** *button. If you do not assign a passcode, all users will be allowed access to the mailbox.*



A new Mailbox will be setup.
Use the Numeric Keypad to assign a passcode (Max. 20 digits).
Passcode must be typed for the target operation if assigned.

Check Mailbox Passcode: ● On

Mailbox Passcode: *****

Target Operation: ● Always (All Operations)

The System Administrator's Login ID needs to be set in order to enable the Check Mailbox Passcode setting.

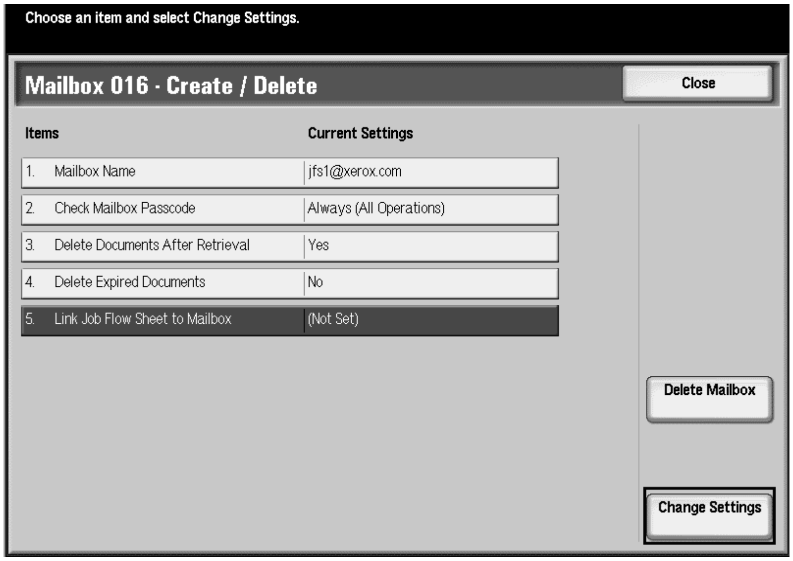
New Mailbox - Passcode
Cancel
Save
Check Mailbox Passcode
Off
On
Mailbox Passcode
Target Operation
Always (All Operations)
Save (Write)
Print / Delete (Read)

5. Enter the following information by;

a. Selecting each menu bar.

b. Pressing the **Change Settings** button.

- **Mailbox Name**: Enter a mailbox name of up to 20 characters using the keypad.
- **Check Mailbox Passcode**: Allows you to review and edit the mailbox passcode.
- **Delete Documents After Retrieval**: You can delete documents in the mailbox after they are printed or retrieved, or after they are transferred and printed through a Job Flow Sheet.
- **Delete Expired Documents**; Allows you to delete documents in the mailbox after a preset period of time elapses. This time period is set by the System Administrator.
- **Link Job Flow Sheet to Mailbox**: Select and go to step 6.

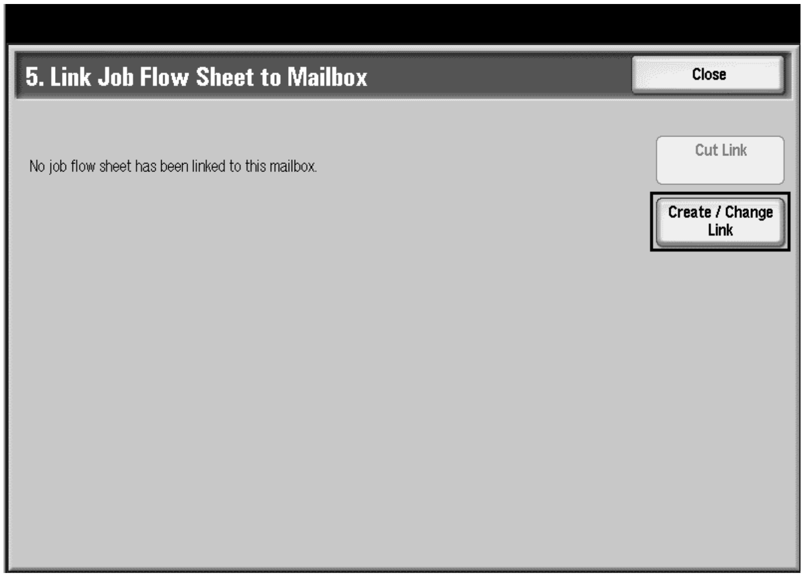


Choose an item and select Change Settings.

Mailbox 016 - Create / Delete

Items	Current Settings
1. Mailbox Name	jfs1@xerox.com
2. Check Mailbox Passcode	Always (All Operations)
3. Delete Documents After Retrieval	Yes
4. Delete Expired Documents	No
5. Link Job Flow Sheet to Mailbox	(Not Set)

6. At the Link Job Flow to Mailbox screen, select the **Create/ Change Link** button.

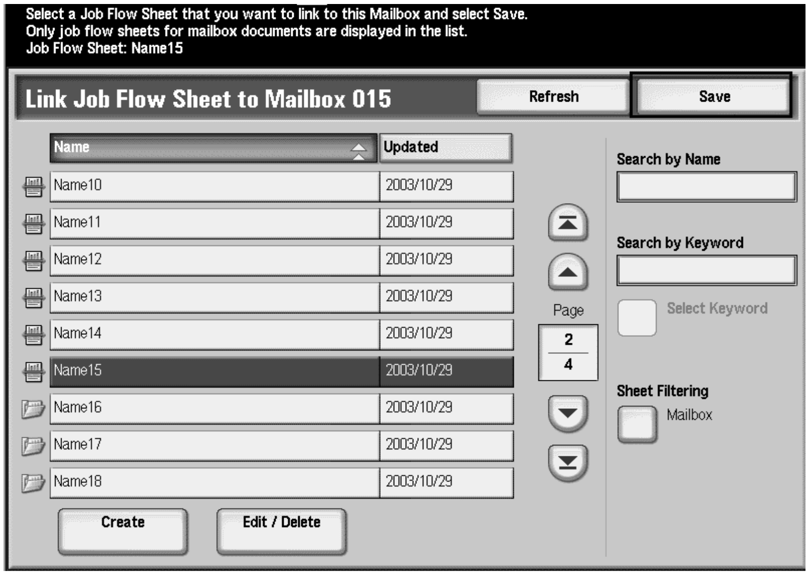


5. Link Job Flow Sheet to Mailbox

No job flow sheet has been linked to this mailbox.

Close
Cut Link
Create / Change Link

7. Select the Job Flow Sheet that you want to link and then select **Save**.



Select a Job Flow Sheet that you want to link to this Mailbox and select Save.
Only job flow sheets for mailbox documents are displayed in the list.
Job Flow Sheet: Name15

Link Job Flow Sheet to Mailbox 015

Name	Updated
Name10	2003/10/29
Name11	2003/10/29
Name12	2003/10/29
Name13	2003/10/29
Name14	2003/10/29
Name15	2003/10/29
Name16	2003/10/29
Name17	2003/10/29
Name18	2003/10/29

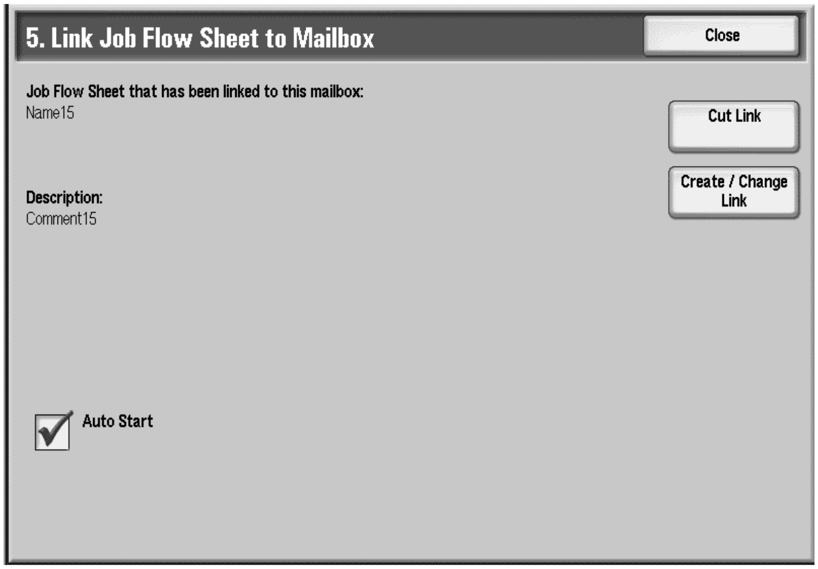
Page 2/4

Refresh
Save
Search by Name
Search by Keyword
Select Keyword
Sheet Filtering
Mailbox
Create
Edit / Delete

8. At the Link Job Flow to Mailbox screen:

a. You can place a checkmark in **Auto Start** if you want the Job Flow Sheet to be automatically executed when a new document is saved to the mailbox. If you do not select Auto Start, you will need to press the **Start** button on the controller to execute the linked Job Flow Sheet.

b. Select **Close**.


5. Link Job Flow Sheet to Mailbox
Close
Cut Link
Create / Change Link

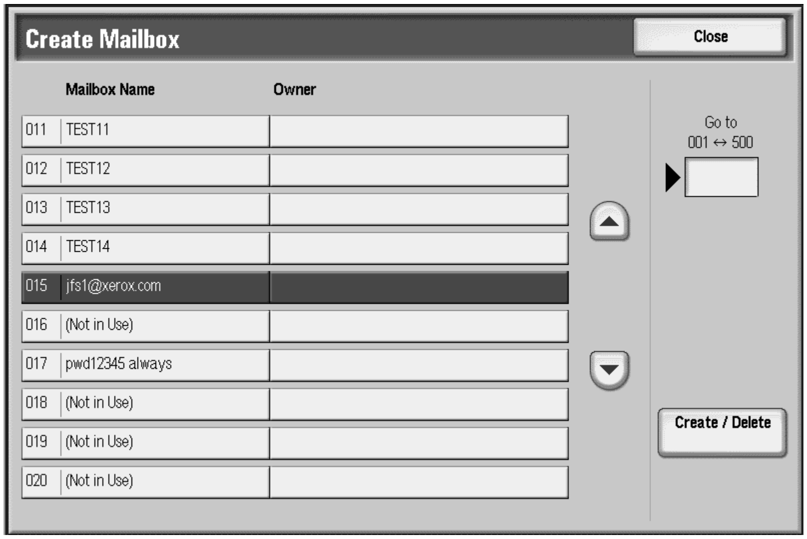
Job Flow Sheet that has been linked to this mailbox:
Name15

Description:
Comment15

☑ **Auto Start**

*NOTE: Selecting **Cut Link** at any time to remove Job Flow Sheet linkage.*

9. The Job Flow Sheet has been linked to the mailbox. Select Close to exit to the Tools tab.

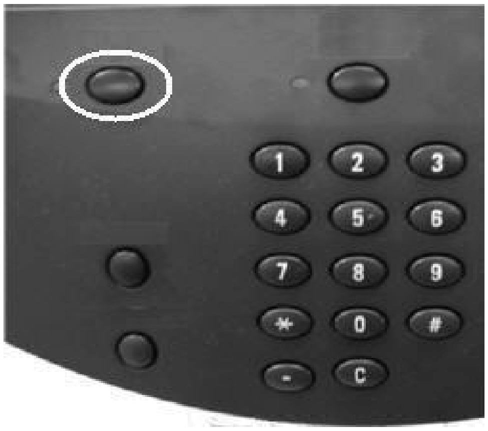

Create Mailbox
Close
Go to
001 ↔ 500
Create / Delete

	Mailbox Name	Owner
011	TEST11	
012	TEST12	
013	TEST13	
014	TEST14	
015	jfs1@xerox.com	
016	(Not in Use)	
017	pwd12345 always	
018	(Not in Use)	
019	(Not in Use)	
020	(Not in Use)	

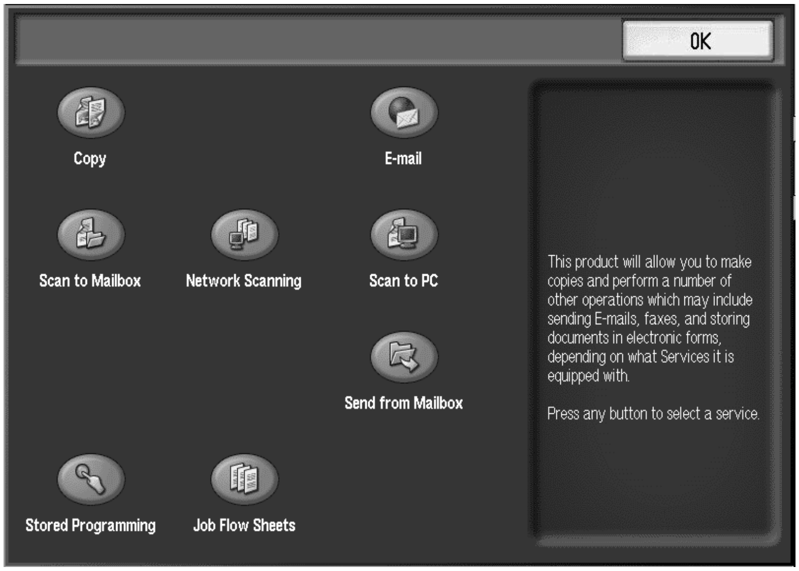
Starting a Job Flow Manually

You need to start a Job Flow manually if the Job Flow Sheet was not set to automatically release when it was assigned to a mailbox.

1. Load the original document(s).
2. Select the **Services** button on the controller.


1
2
3
4
5
6
7
8
9
*
0
#
-
C

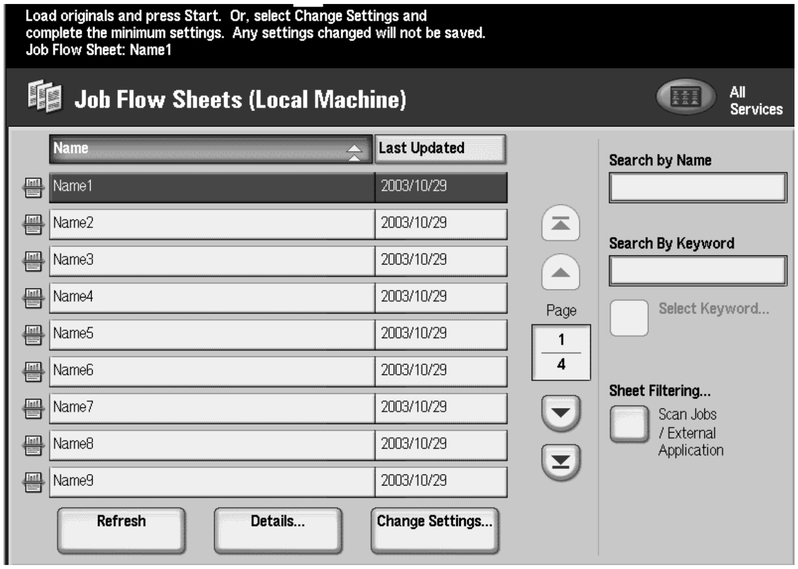
3. Select the **Job Flow Sheets** icon and if enabled by the System Administrator, select **OK**.


OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

4. Select a listed Job Flow Sheet.


Job Flow Sheets (Local Machine)
All Services
Page
1
4
Search by Name
Search By Keyword
Select Keyword...
Sheet Filtering...
Scan Jobs / External Application
Refresh
Details...
Change Settings...

Load originals and press Start. Or, select Change Settings and
complete the minimum settings. Any settings changed will not be saved.
Job Flow Sheet: Name1

Name	Last Updated
Name1	2003/10/29
Name2	2003/10/29
Name3	2003/10/29
Name4	2003/10/29
Name5	2003/10/29
Name6	2003/10/29
Name7	2003/10/29
Name8	2003/10/29
Name9	2003/10/29

5. Press the **Start** button. The job runs and is placed in a mailbox or appropriate server.

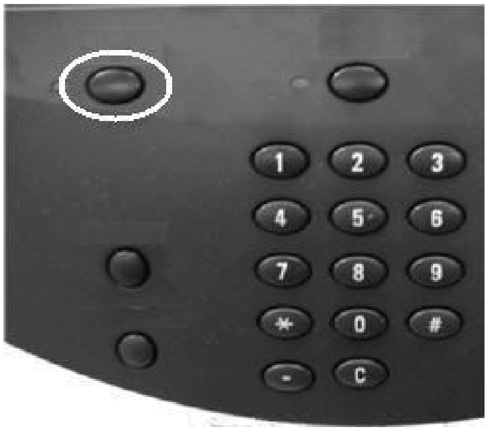
NOTE: *To enable communication with network computers, the* ***SOAP port*** *on this device must be opened.*

Change/Duplicate actions are not permitted for Job Flows created on a network computer. However, fields that allow changes can be temporarily changed and used.

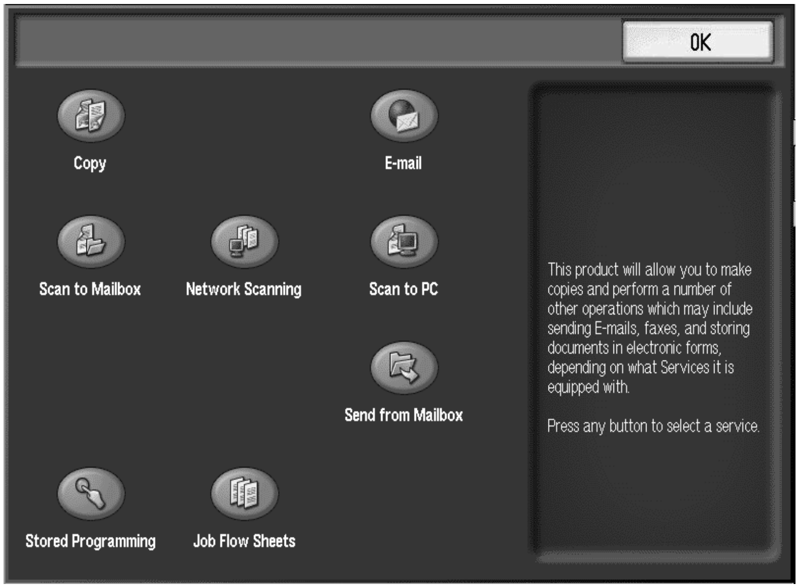
Job Flow Sheet Filtering

Job Flows can be filtered by authorization. See "Job Flow Sheet Types" in the System Administration Guide for more information.

1. Press the Services button.


1
2
3
4
5
6
7
8
9
*
0
#
-
C

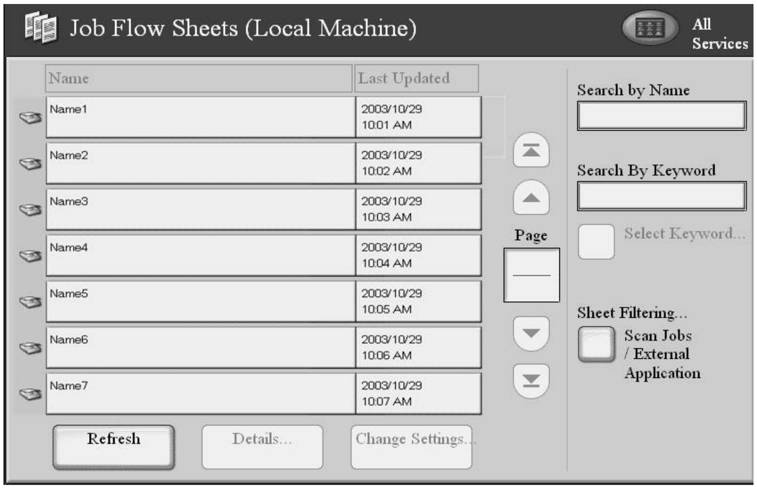
2. Select:
   a. **Job Flow Sheets**
   b. **OK**.


OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

3. Select **Sheet Filtering**.


Job Flow Sheets (Local Machine)
All Services
Search by Name
Search By Keyword
Select Keyword...
Page
Sheet Filtering...
Scan Jobs / External Application
Refresh
Details...
Change Settings...

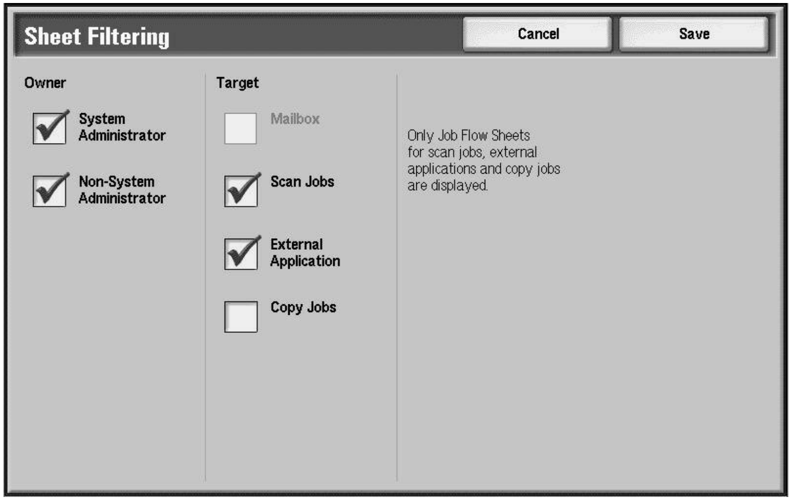
Name	Last Updated
Name1	2003/10/29 10:01 AM
Name2	2003/10/29 10:02 AM
Name3	2003/10/29 10:03 AM
Name4	2003/10/29 10:04 AM
Name5	2003/10/29 10:05 AM
Name6	2003/10/29 10:06 AM
Name7	2003/10/29 10:07 AM

4. The following filtering options are available:

a. Owner options:

- **System Administrator** - If this box is checked, the only Job Flow Sheets available to the System Administrator are displayed.
- **Non-System Administrator** - If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
- No Filtering - When both the **System Administrator and Non-System Administrator** boxes are checked, all the Job Flow Sheets are displayed.

b. Target options: Place a check in each job type you want displayed.


Sheet Filtering
Cancel
Save
Owner
Target

Owner

☑ System Administrator

☑ Non-System Administrator

Target

☐ Mailbox

☑ Scan Jobs

☑ External Application

☐ Copy Jobs

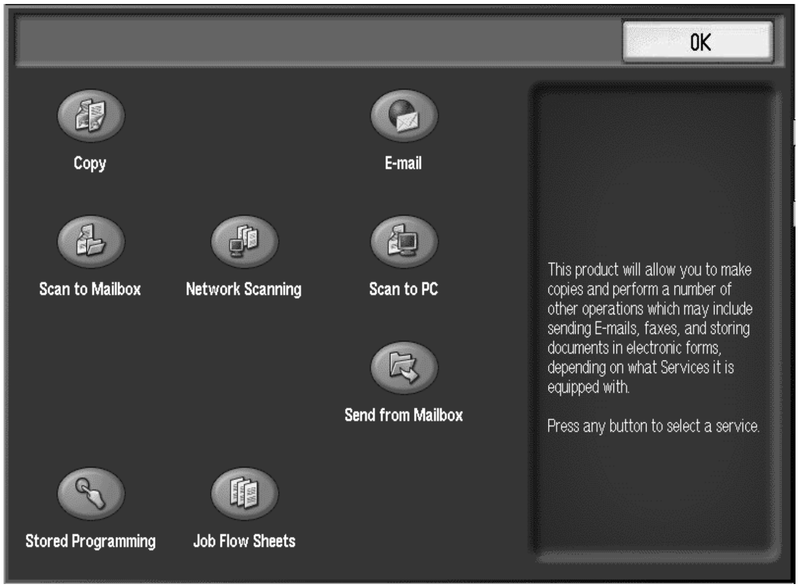
Only Job Flow Sheets for scan jobs, external applications and copy jobs are displayed.

5. Select **Save**.

Confirming/Changing Job Flow

You can confirm a Job Flow and temporarily change its parameters. However, only fields that have change permission, assigned when the Job Flow was created, can be edited.

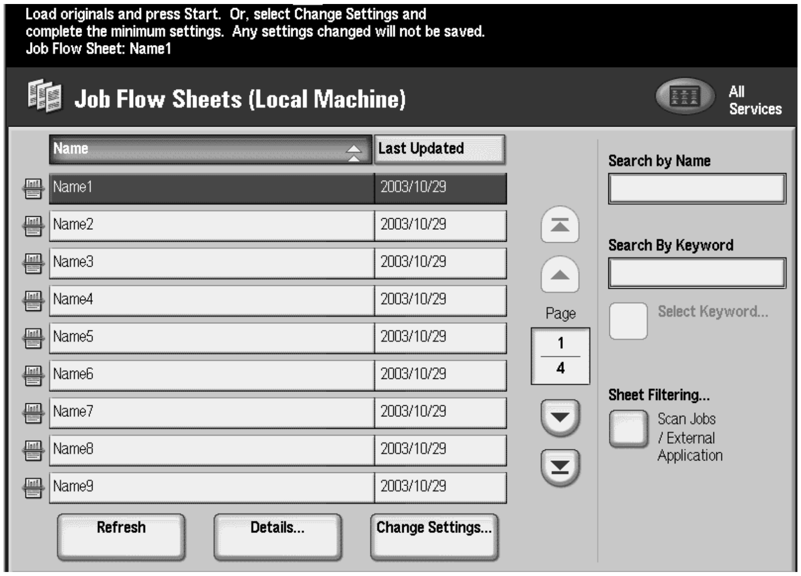
1. Select:
   a. **Job Flow Sheets**
   b. **OK**.


OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

2. Select:
   a. A listed Job Flow.
   b. To change contents, select **Change Settings**.


Job Flow Sheets (Local Machine)
All Services
Search by Name
Search By Keyword
Select Keyword...
Page
1
4
Sheet Filtering...
Scan Jobs / External Application
Refresh
Details...
Change Settings...

Load originals and press Start. Or, select Change Settings and complete the minimum settings. Any settings changed will not be saved.
Job Flow Sheet: Name1

Name	Last Updated
Name1	2003/10/29
Name2	2003/10/29
Name3	2003/10/29
Name4	2003/10/29
Name5	2003/10/29
Name6	2003/10/29
Name7	2003/10/29
Name8	2003/10/29
Name9	2003/10/29

***NOTE:** Updated information is displayed by selecting **Refresh**.*

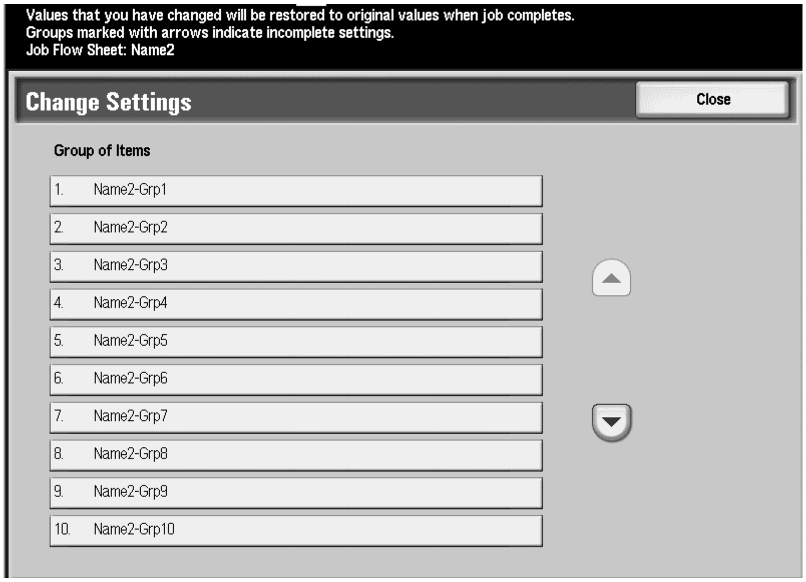
Select ▲ to display the previous screen and select ▼ to display the next screen.

Select ⤒ to display the first screen and select ⤓ to display the last screen.

*You can sort documents in ascending or descending order by pressing either **Name** or **Last Updated**.*

*To confirm Job Flow contents, select **Details**.*

3. Select the group to change from the **Group of Items**. The Group window opens automatically.



Values that you have changed will be restored to original values when job completes.
Groups marked with arrows indicate incomplete settings.
Job Flow Sheet: Name2

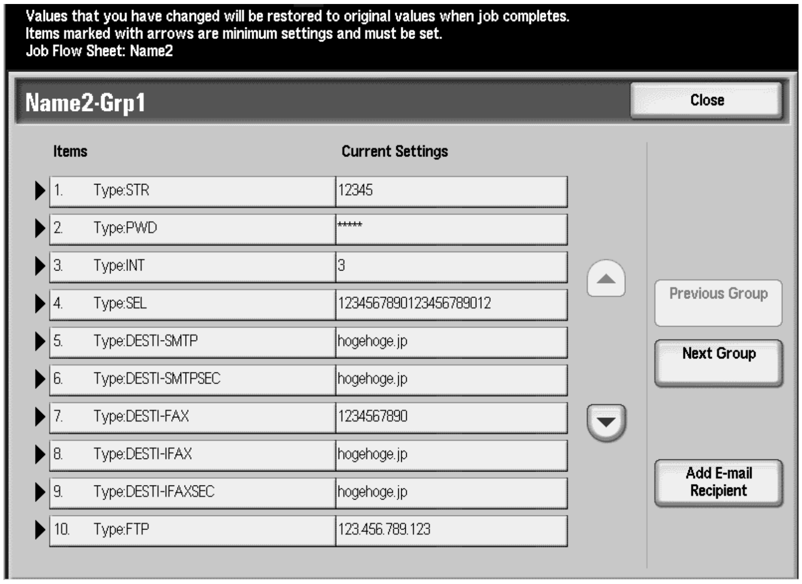
Change Settings

Group of Items

1. Name2-Grp1
2. Name2-Grp2
3. Name2-Grp3
4. Name2-Grp4
5. Name2-Grp5
6. Name2-Grp6
7. Name2-Grp7
8. Name2-Grp8
9. Name2-Grp9
10. Name2-Grp10

***NOTE:** Data included in the Job Flow is displayed in the **Group of Items**.*

4. Select the items you want to change and make changes as instructed.



Values that you have changed will be restored to original values when job completes.
Items marked with arrows are minimum settings and must be set.
Job Flow Sheet: Name2

Name2-Grp1

Items	Current Settings
▶ 1. Type:STR	12345
▶ 2. Type:PWD	*****
▶ 3. Type:INT	3
▶ 4. Type:SEL	1234567890123456789012
▶ 5. Type:DESTI-SMTP	hogehoge.jp
▶ 6. Type:DESTI-SMTPSEC	hogehoge.jp
▶ 7. Type:DESTI-FAX	1234567890
▶ 8. Type:DESTI-IFAX	hogehoge.jp
▶ 9. Type:DESTI-IFAXSEC	hogehoge.jp
▶ 10. Type:FTP	123.456.789.123

NOTE: *A triangle icon appears to the left of groups that have mandatory fields.*

*Data included in the Job Flow is displayed in the **Items** and **Current Settings**.*

5. Close any open screens to keep your changes.

7. Stored Programming

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Stored Programming Overview

Frequently used features and job settings can be saved as Stored Programming, which can be accessed using a shortcut button.

Stored Programming not only remembers feature settings, but it can record a series of operations. This enables you to record the hierarchy of displayed screens for each step. For example, you could use Stored Programming to record the following actions: press the **Machine Status** button, and display the screen the **Print Reports** screen to print reports.

- You can record up to 100 consecutive operations in each stored program
- Up to 40 programs can be stored.

NOTE: *Build Job cannot be used with Stored Programming.*

KEY POINT: There are situations where a stored program will become invalid:

- **When default values or paper tray settings are changed in the system setting**
- **When buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted**
- **Changing the values of the Watermark feature when it is used in a stored program**
- **Changing the password to the mailbox used in the stored program after it is stored.**

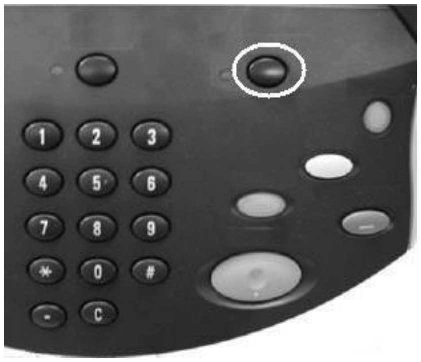
KEY POINT: System Settings, Job Flow Sheets, Network Scanning, Address Book and the Browse feature for the Scan to PC cannot be used with Stored Programming.

Storing a Program

1. Press the **Machine Status** button.

NOTE: *The following actions terminate the storing process:*

- ***Pressing the <Interrupt> button on the control panel***
- ***The Auto Reset feature causes a time-out***
- ***A popup window (paper jam, for example) displays***


1
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9
*
0
#
C

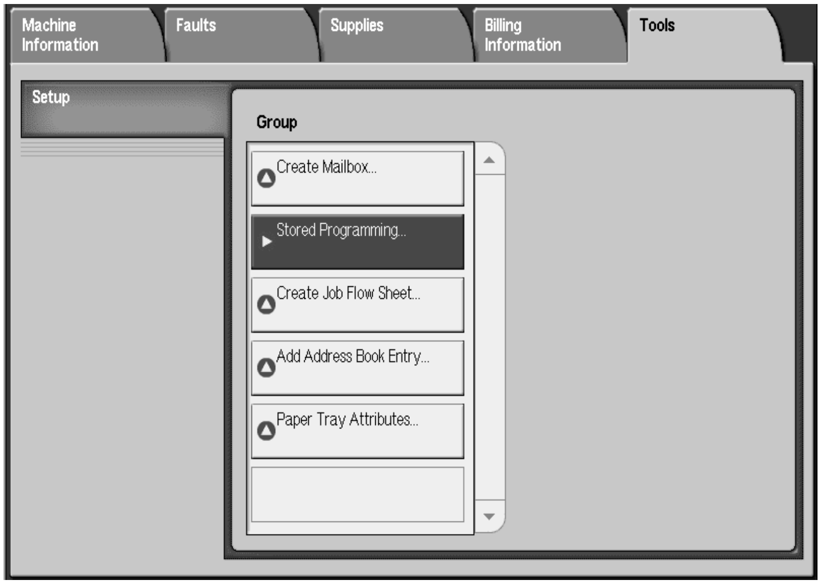
NOTE: *Do not perform the following while storing a program, or the program may not be stored or it may not function as programmed:*

- Remove or insert a paper tray

- Load or reload paper in Tray 5 (Bypass)

2. From the **Tools** tab, select **Stored Programming**.

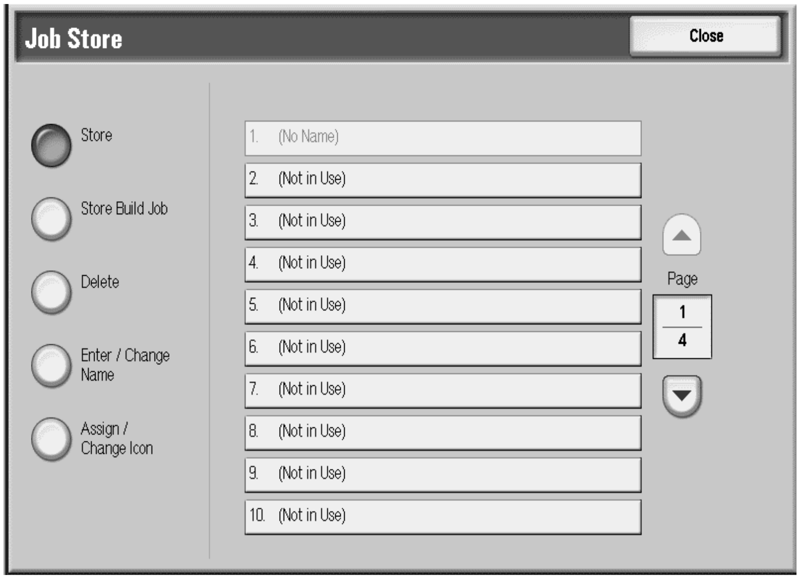
.


Machine Information
Faults
Supplies
Billing Information
Tools
Setup
Group
Create Mailbox...
Stored Programming...
Create Job Flow Sheet...
Add Address Book Entry...
Paper Tray Attributes...

3. Select

a. **Store**.

b. Select a Stored Programming button from the numbered list. Select ▲ ▼ to display the previous or next screen.



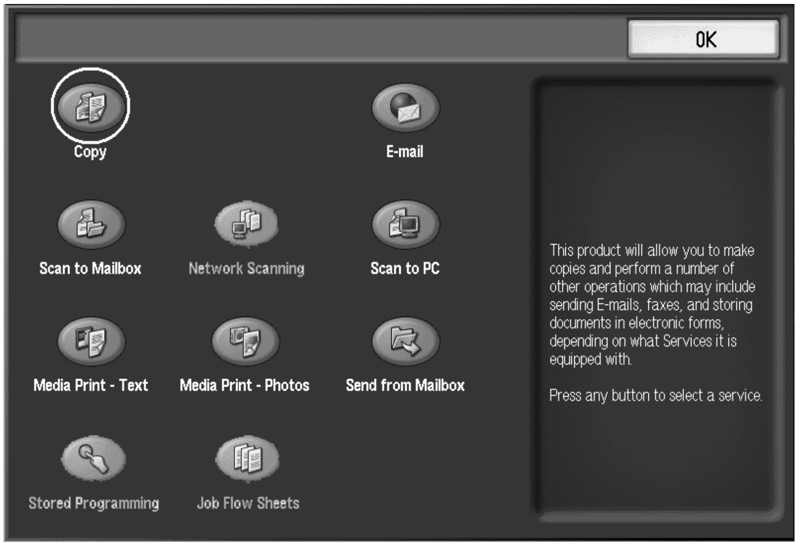
● Store
○ Store Build Job
○ Delete
○ Enter / Change Name
○ Assign / Change Icon

1. (No Name)
2. (Not in Use)
3. (Not in Use)
4. (Not in Use)
5. (Not in Use)
6. (Not in Use)
7. (Not in Use)
8. (Not in Use)
9. (Not in Use)
10. (Not in Use)

***NOTE:** When storing a program for Tray 5, store both the paper size and the paper type or the stored program may not be successfully called.*

***NOTE:** Once a job is stored to a button it cannot be edited, it must be saved again.*

4. Set the features you wish to register. Features that are not available to use with Stored Programming are grayed out, such as Network Scanning and Job Flow Sheets. For the remainder of this exercise, you will store copy job programming. Select the **Copy** button and **OK**.


OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Media Print - Text
Media Print - Photos
Send from Mailbox
Stored Programming
Job Flow Sheets

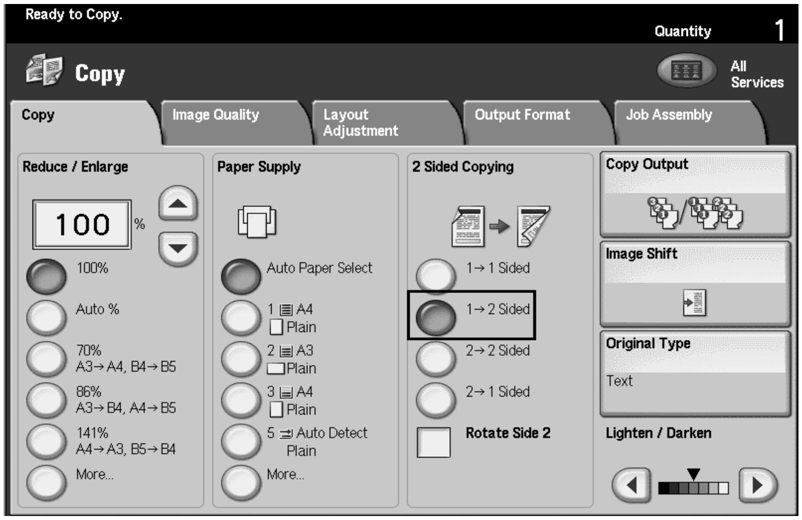
This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

***NOTE:** Feature and **OK** button availability will depend on what buttons were enabled by the System Administrator.*

***NOTE:** A tone is generated while registering to job memory. To change the tone volume, refer to "Stored Programming Tone" in the System Administration Guide.*

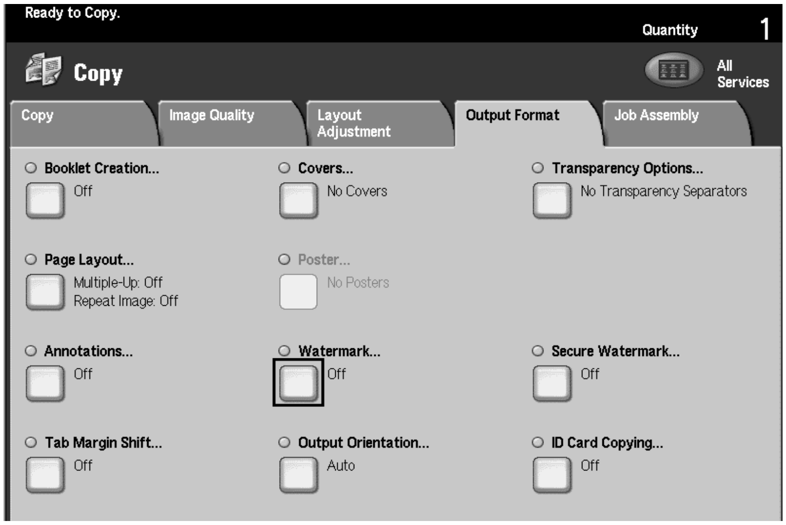
5. From the Copy window, select **1 ->2 Sided** copying.



Ready to Copy.

Quantity
1
Copy
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly
Reduce / Enlarge
100
%
100%
Auto %
70%
A3→A4, B4→B5
86%
A3→B4, A4→B5
141%
A4→A3, B5→B4
More...
Paper Supply
Auto Paper Select
1 A4 Plain
2 A3 Plain
3 A4 Plain
5 Auto Detect Plain
More...
2 Sided Copying
1→1 Sided
1→2 Sided
2→2 Sided
2→1 Sided
Rotate Side 2
Copy Output
Image Shift
Original Type
Text
Lighten / Darken

6. From the Output format tab, select the **Watermark** button.


Copy
All Services
Copy
Image Quality
Layout Adjustment
Output Format
Job Assembly

Ready to Copy.

Quantity 1

Booklet Creation... Off

Covers... No Covers

Transparency Options... No Transparency Separators

Page Layout... Multiple-Up: Off Repeat Image: Off

Poster... No Posters

Annotations... Off

Watermark... Off

Secure Watermark... Off

Tab Margin Shift... Off

Output Orientation... Auto

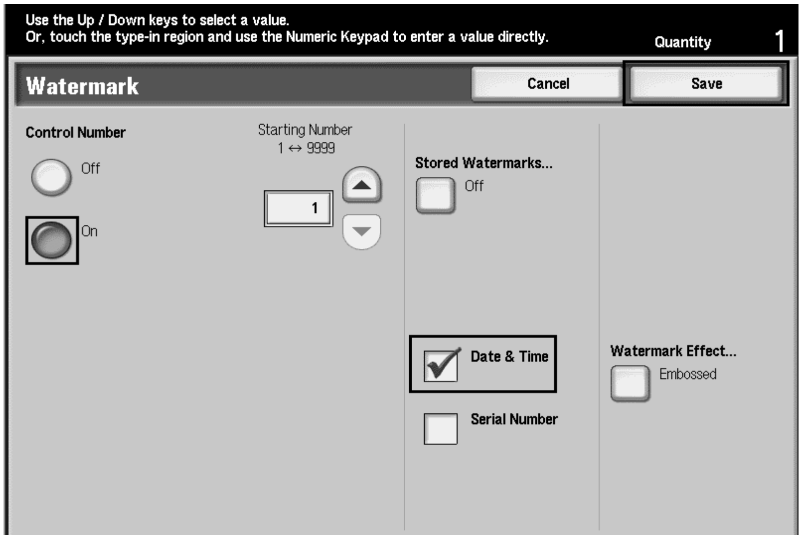
ID Card Copying... Off

7. From the Watermark screen:

   a. Select **On**.

   b. Mark the **Date & Time** box.

   c. Select **Save**.


Watermark
Cancel
Save

Use the Up / Down keys to select a value.
Or, touch the type-in region and use the Numeric Keypad to enter a value directly.

Quantity 1

Control Number

○ Off

● On

Starting Number 1 ↔ 9999: 1

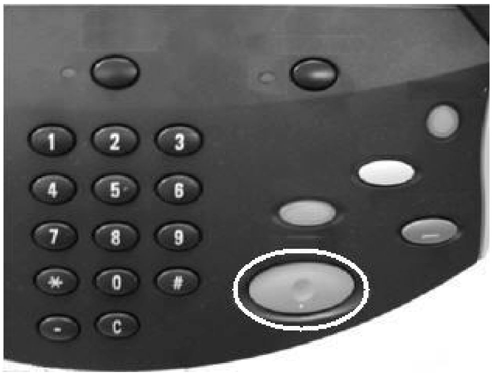
Stored Watermarks... Off

☑ Date & Time

☐ Serial Number

Watermark Effect... Embossed

8. Press the **Start** button to end registration and store the programming. Once you call the copy job programming, all the screens that you programmed will display prior to job submission.

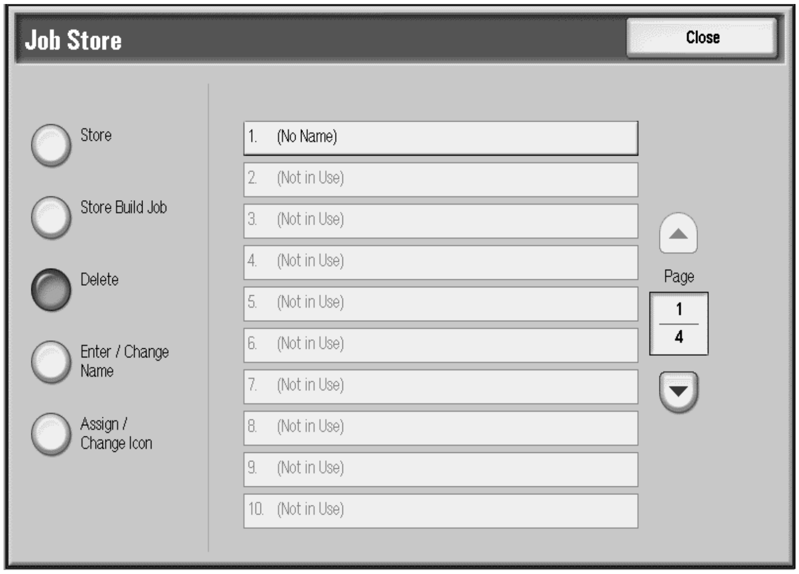


NOTE: *For additional information about naming and calling stored programming, see: "Naming/Renaming a Stored Program" on page 7-8, and "Calling a Stored Program" on page 7-10*

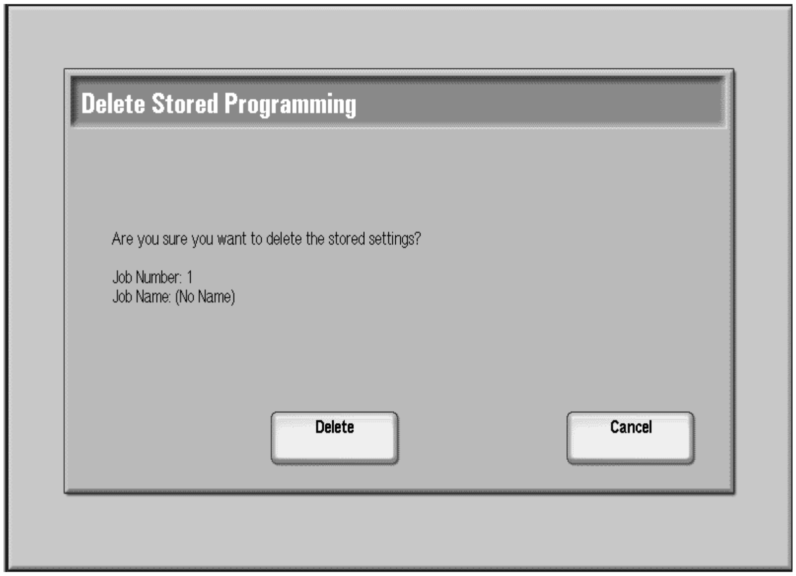
NOTE: *One-touch buttons M01 to M20 are provided for Stored Programs 1 to 20.*

Deleting Stored Programs

1. Press the **Machine Status** button.
2. From the **Tools** tab, select **Stored Programming**.
3. Select
   a. **Delete**.
   b. Select the Stored Program number you want to delete.


Job Store
Close
○ Store
○ Store Build Job
● Delete
○ Enter / Change Name
○ Assign / Change Icon
1. (No Name)
2. (Not in Use)
3. (Not in Use)
4. (Not in Use)
5. (Not in Use)
6. (Not in Use)
7. (Not in Use)
8. (Not in Use)
9. (Not in Use)
10. (Not in Use)
Page
1
4

4. Select **Yes** to confirm Stored Programming deletion.


Delete Stored Programming
Delete
Cancel

Are you sure you want to delete the stored settings?

Job Number: 1
Job Name: (No Name)

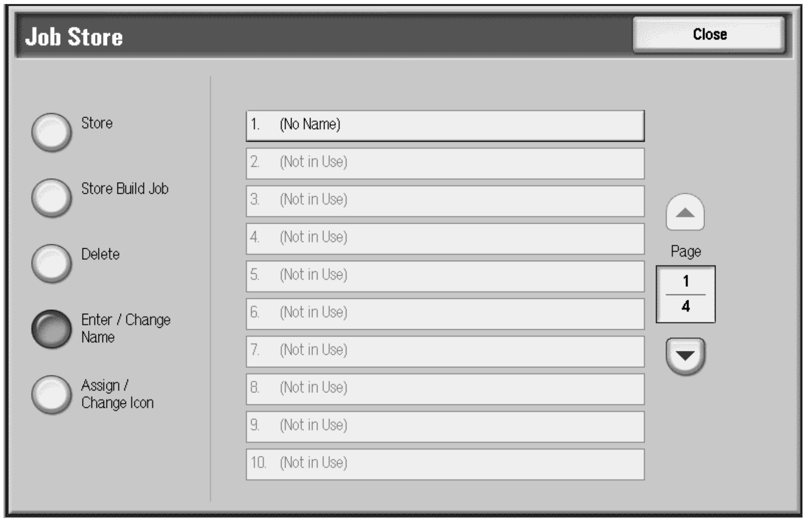
5. Select **Close**.

NOTE: *Deleted Stored Programs cannot be restored.*

Naming/Renaming a Stored Program

Up to 18 characters are allowed in a Stored Program name.

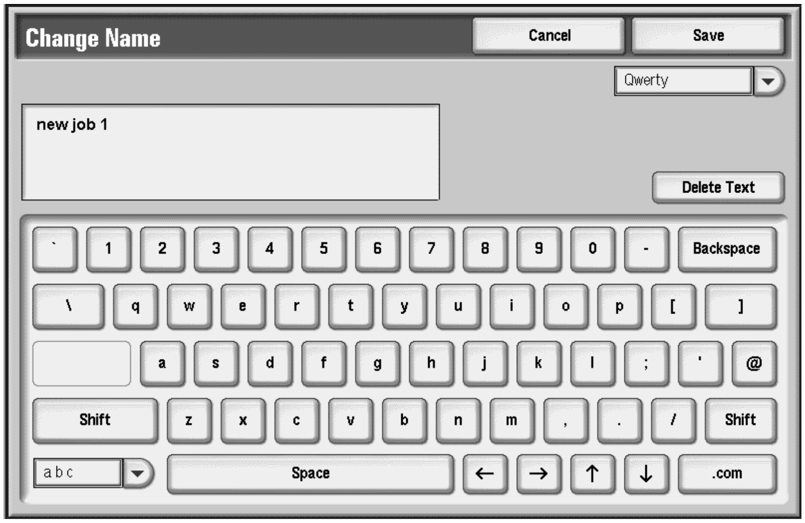
1. Press the **Machine Status** button.
2. From the **Tools** tab, select **Stored Programming**.
3. Select:
    a. **Enter/Change Name**.
    b. Select the stored program that you want to rename. Select ▲ ▼ to display the previous or next screen.


Job Store
Close
Page
1
4

○ Store
○ Store Build Job
○ Delete
● Enter / Change Name
○ Assign / Change Icon

1. (No Name)
2. (Not in Use)
3. (Not in Use)
4. (Not in Use)
5. (Not in Use)
6. (Not in Use)
7. (Not in Use)
8. (Not in Use)
9. (Not in Use)
10. (Not in Use)

4. Enter the name, and select **Save**.


Change Name
Cancel
Save
Qwerty
Delete Text
` 1 2 3 4 5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p [ ]
a s d f g h j k l ; ' @
Shift z x c v b n m , . / Shift
abc
Space
← → ↑ ↓ .com

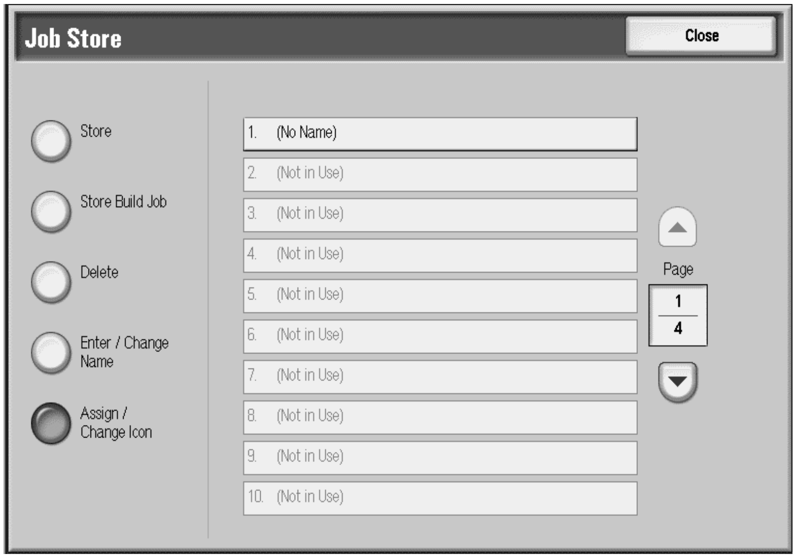
new job 1

5. Confirm the name change.
6. Select **Close** to save your changes.

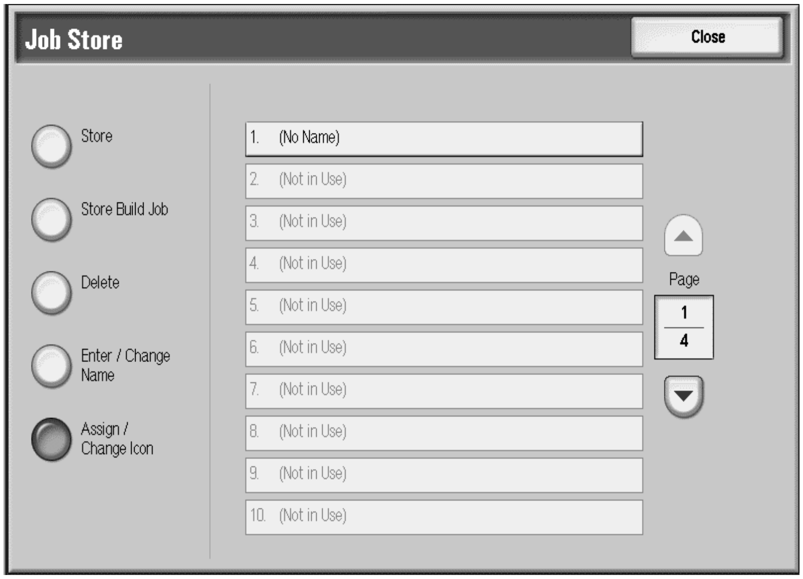
Stored Program icons

You can add or change a stored program icon.

1. Press the **Machine Status** button.
2. From the **Tools** tab, select **Stored Programming**.
3. Select:
   a. **Assign/Change Icon**.
   b. Select the stored program to add or change the icon. Select ▲ ▼ to display the previous or next screen.


Job Store
Close
Store
Store Build Job
Delete
Enter / Change Name
Assign / Change Icon
1. (No Name)
2. (Not in Use)
3. (Not in Use)
4. (Not in Use)
5. (Not in Use)
6. (Not in Use)
7. (Not in Use)
8. (Not in Use)
9. (Not in Use)
10. (Not in Use)
Page
1
4

4. Select an icon and then select **Save**.

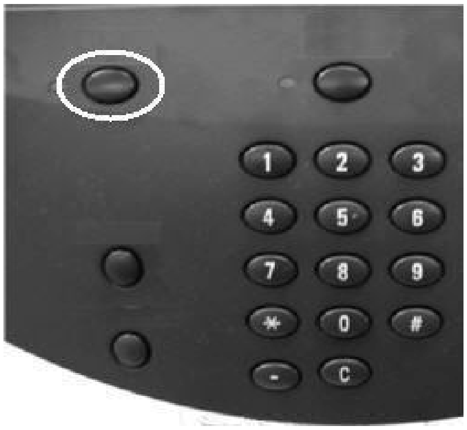

Job Store
Close
Store
Store Build Job
Delete
Enter / Change Name
Assign / Change Icon
1. (No Name)
2. (Not in Use)
3. (Not in Use)
4. (Not in Use)
5. (Not in Use)
6. (Not in Use)
7. (Not in Use)
8. (Not in Use)
9. (Not in Use)
10. (Not in Use)
Page
1
4

The icon is added to the listed stored program.

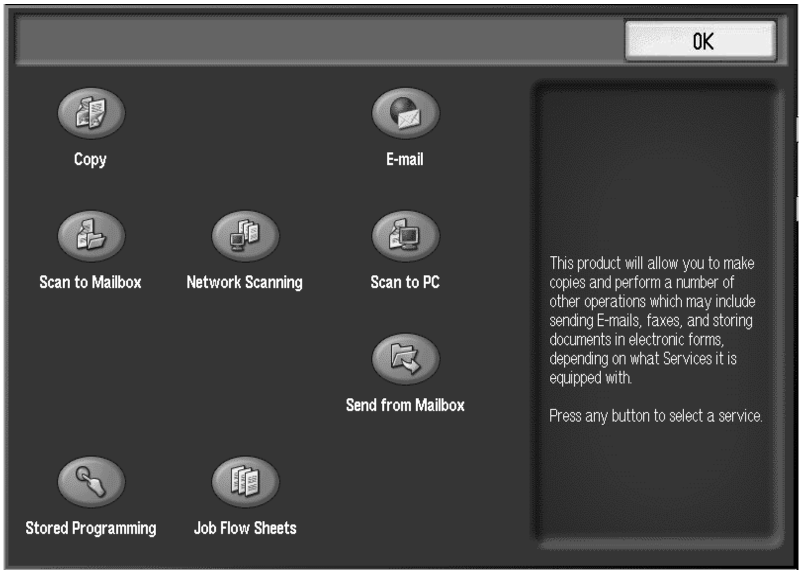
Calling a Stored Program

When calling a specified Stored Program, the last screen shown during Stored Program registration appears.

1. Press the **Services** button.


1
2
3
4
5
6
7
8
9
*
0
#
-
C

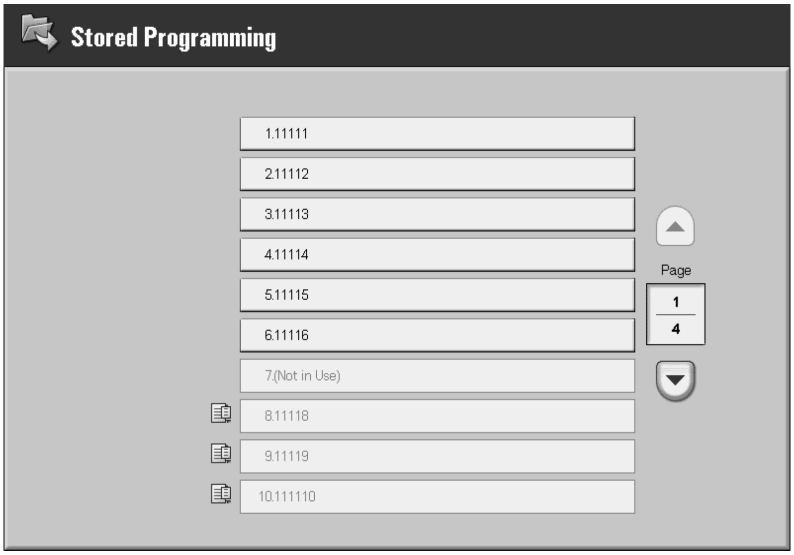
2. Select:
   a. **Stored Programming**.
   b. **OK**.


OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

3. Select the registered Stored Program containing the features you want to call. Select ▲ ▼ to display the previous or next screen.

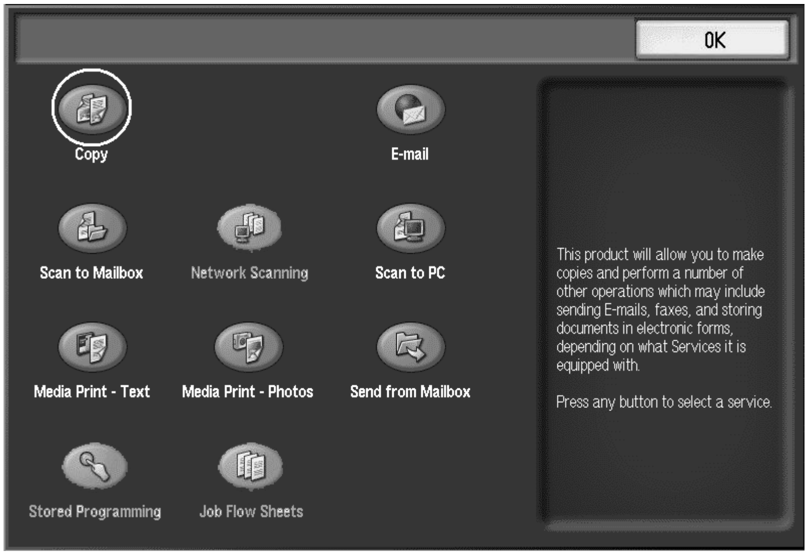


Stored Programming
1.11111
2.11112
3.11113
4.11114
5.11115
6.11116
7.(Not in Use)
8.11118
9.11119
10.111110
Page
1
4

4. Select:

   a. The Stored Program path icon you want to use. Unavailable Stored Programming paths are grayed out.

   b. **OK**.



OK
Copy
E-mail
Scan to Mailbox
Network Scanning
Scan to PC
Media Print - Text
Media Print - Photos
Send from Mailbox
Stored Programming
Job Flow Sheets

This product will allow you to make copies and perform a number of other operations which may include sending E-mails, faxes, and storing documents in electronic forms, depending on what Services it is equipped with.

Press any button to select a service.

5. Each screen that you programmed displays. After a Stored Program is called, select other features if necessary.

6. If your Stored Program path requires it, press the **Start** button. The job will complete as programmed.

NOTE: *If your Stored Program contain errors it will not run and it will need to be reprogrammed correctly.*

8. Paper and other Media

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

KEY POINT: Use Xerox recommended paper to avoid: paper jams, reduced print quality, malfunctions and other printer problems.

Loading Paper into Trays

Guidelines for Loading Paper into Trays

Do:
• Align the stack of paper before setting it in the tray.
• Fan transparencies and label paper before loading it into trays
• Fan transparencies output every 20 sheets to prevent them from sticking together.
• After loading paper, affix the paper size label to the front of the tray to indicate the paper size currently in the tray.
• Configure the paper tray attributes to match the attributes of the paper loaded in the tray.
Don’t:
• Use paper that is folded, creased, waved, curled, or heavily warped.
• Load mixed paper sizes together into the tray.

Additional information

- For a description of how to make copies on non-standard size paper, information about setting **Paper Type**, **Paper Type Priority**, **Paper Tray Priority**, paper quality, and setting the paper substitute feature refer to. “Paper Tray Settings” in the System Administration Guide.
- The machine automatically detects the size and orientation of loaded paper in trays. The paper type, however, must be set. For details about changing paper type, refer to "Paper Tray Attributes" in the System Administration Guide.

Loading Paper into Trays

When a paper tray runs out of paper during copying or printing, a message is displayed on the Control Panel. Add paper to the tray according to the displayed instructions. Copying or printing is automatically resumed after paper is added to the tray.

When loading paper into trays:

- Do not load paper exceeding the maximum fill line. Doing so may cause paper jams and other printer problems.
- Place the paper in the tray with the side to be copied or printed on facing up. Tab paper instructions may differ.

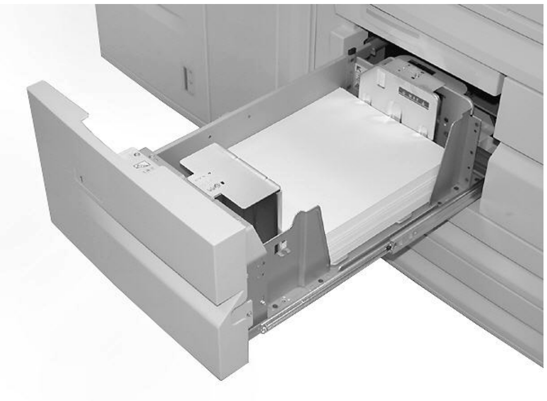
This section presents the following paper and media usage information:

- ‘Loading Paper into Trays 1 and 2” on page 8-3
- ‘Loading Paper into Trays 3 and 4” on page 8-4
- ‘Loading Paper into Tray 5 (Bypass)” on page 8-6
- ‘Loading Paper into Trays 6 and 7 (optional High Capacity Feeder)” on page 8-7
- ‘Loading Paper into Tray 6 (optional Oversized High Capacity Feeder)” on page 8-9
- ‘Loading paper into Tray 8 (Post-Process Inserter)” on page 8-11

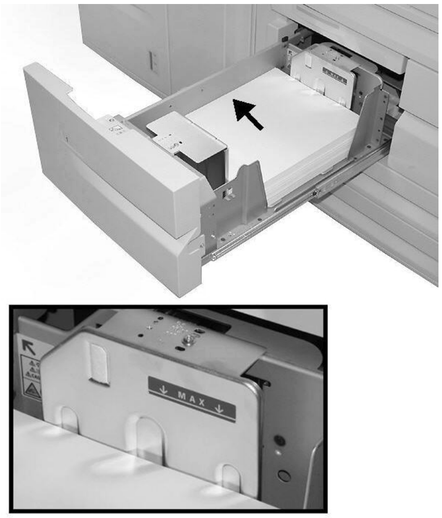
Loading Paper into Trays 1 and 2

1. Slowly pull out the tray towards you until it stops.

WARNING: If you pull the tray out using too much force, it can hit and injure your knees.



2. Load and align the edge of the paper against the left edge of the tray.



NOTE: *Do not load paper exceeding the maximum fill line.*

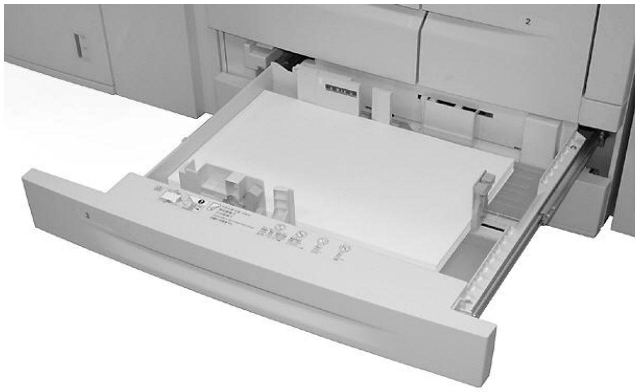
3. Push the tray in gently until it comes to a stop.

NOTE: *If you need to change the paper size for Trays 1 and 2, contact the Xerox Customer Support Center.*

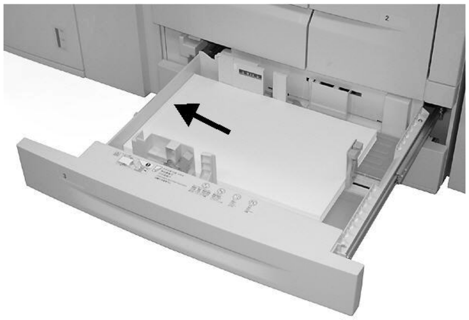
Loading Paper into Trays 3 and 4

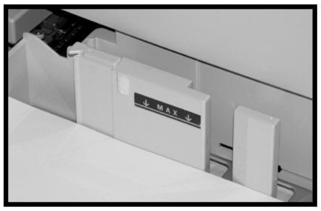
1. Slowly pull out the tray towards you until it stops.

WARNING: If you pull the tray out using too much force, it can hit and injure your knees.



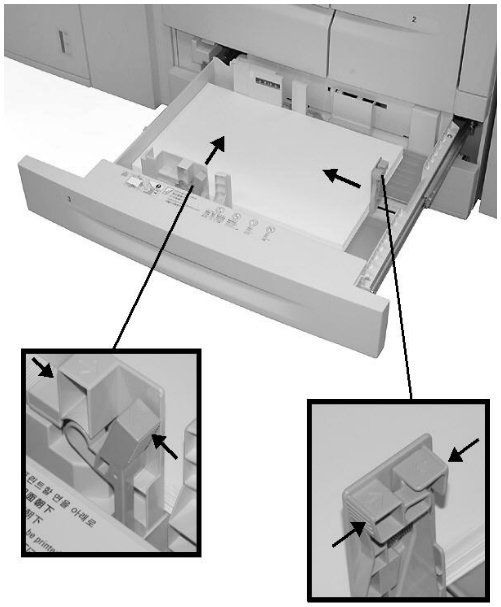
2. Load and align the edge of the paper against the left edge of the tray.





NOTE: *Do not load paper exceeding the maximum fill line.*

3. Squeeze the paper guide levers (2) and adjust the guides to match the size of your paper.



4. Push the tray in gently until it comes to a stop.

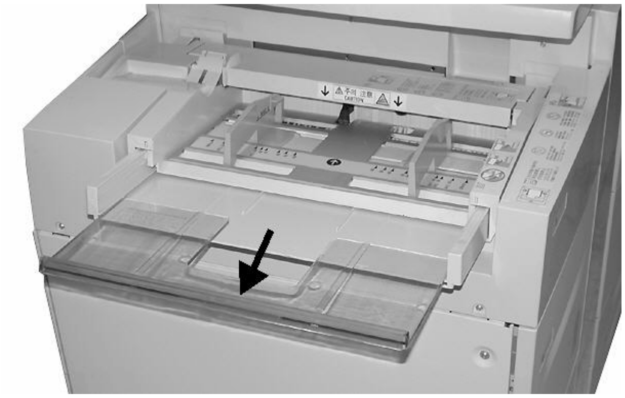
Loading Paper into Tray 5 (Bypass)

When using Tray 5 (Bypass):

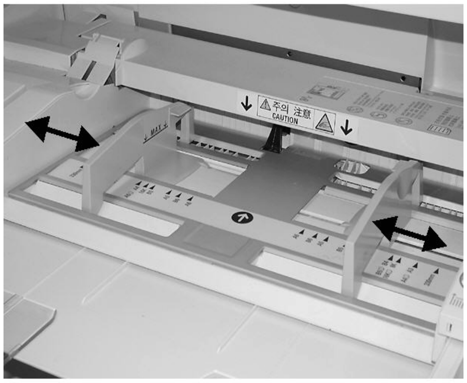
- You must manually enter the paper size
- If you use a non-standard paper size often, you can preset the paper size in the device. The preset size then displays under **Standard Sizes** in the **Tray 5 (Bypass)** screen. For information about setup, refer to “Tray 5 (Bypass) - Paper Size Defaults” in the System Administration Guide.
- You can load up to 280 sheets of 20 lb/ 75 gsm paper

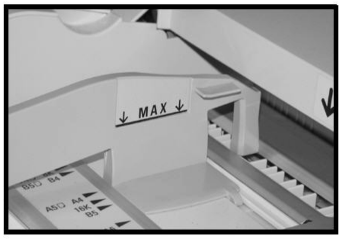
KEY POINT: Do not load mixed size paper into Tray 5 (Bypass).

1. Gently extend Tray 5 (Bypass) as necessary to accommodate the paper.

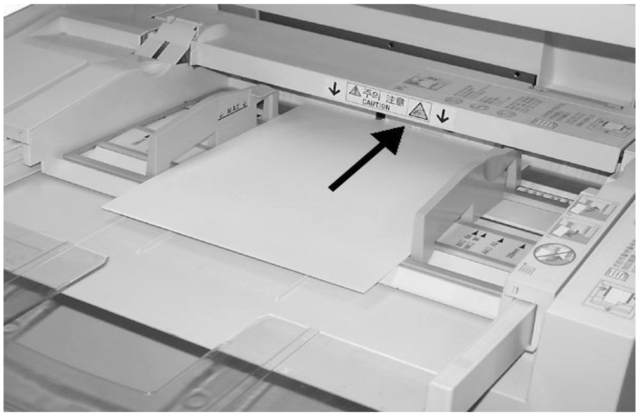


2. Hold the center of the paper guides and slide them to the desired paper size.





3. Lightly insert the paper along the paper guide until it comes to a stop.

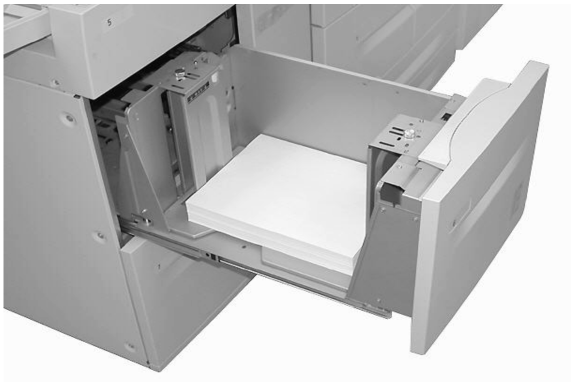


4. Select copying or printing.

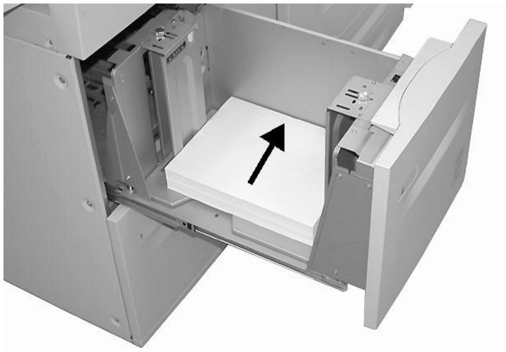
Loading Paper into Trays 6 and 7 (optional High Capacity Feeder)

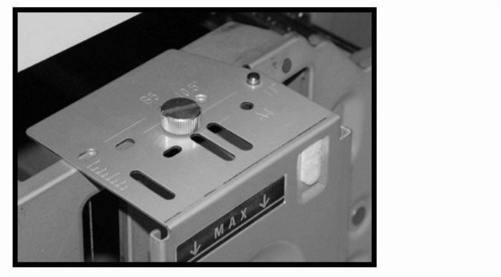
1. Slowly pull out the tray towards you until it stops.

WARNING: If you pull the tray out using too much force, it can hit and injure your knees.



2. Fan, load and align the edge of the paper against the right edge of the tray.

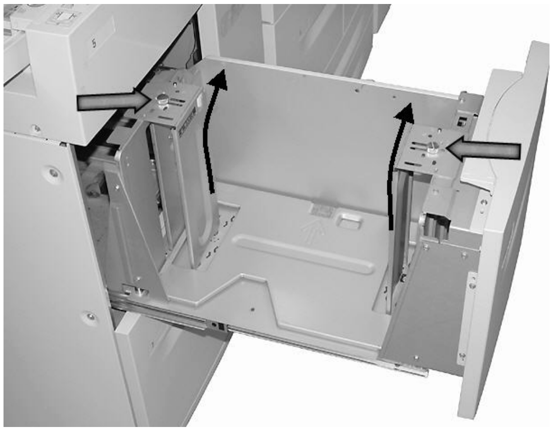




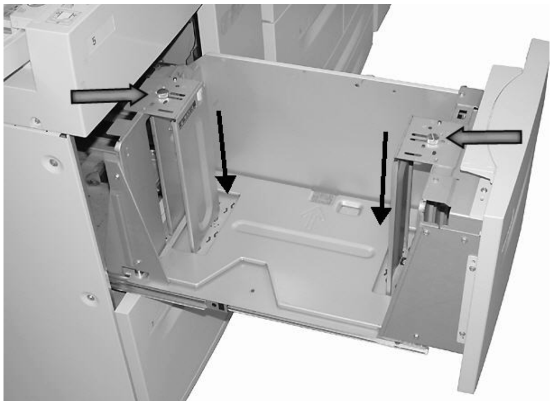
To change the paper size follow steps 3, 4, and 5. If you are not changing the paper size, go to step 6.

3. First remove any paper loaded in the tray.

4. Loosen the screws (2) to remove the guides.



5. Reattach the guides to fit the new paper size and tighten the screws (2).



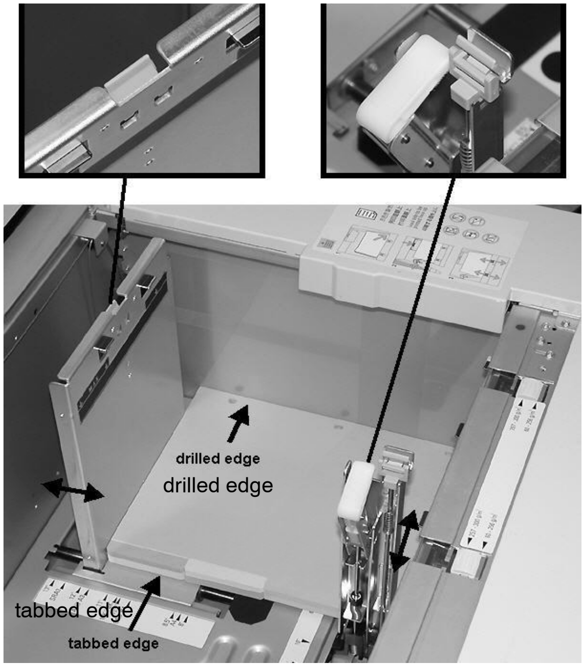
6. Push the tray in gently until it comes to a stop.

Loading Paper into Tray 6 (optional Oversized High Capacity Feeder)

1. Slowly pull out the tray towards you until it stops.

WARNING: If you pull the tray out using too much force, it can hit and injure your knees.

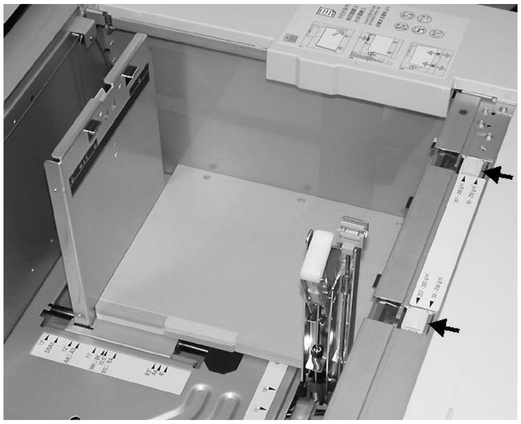
2. Fan and load the paper, then squeeze and slide both paper guides so they just touch the paper stack.


drilled edge
drilled edge
tabbed edge
tabbed edge

NOTE: *When loading drilled stock, place the paper with its drilled side to the right. When loading tab stock, place the tabs to the left.*

3. Move the Paper Weight Switches to match the weight of the paper stock in the tray.

NOTE: *For paper heavier than 256 gsm, slide the Paper Weight Switches to the heavier weight position (257 - 300 gsm). Failure to do so may result in paper jams.*



4. Push the tray in gently until it comes to a stop.

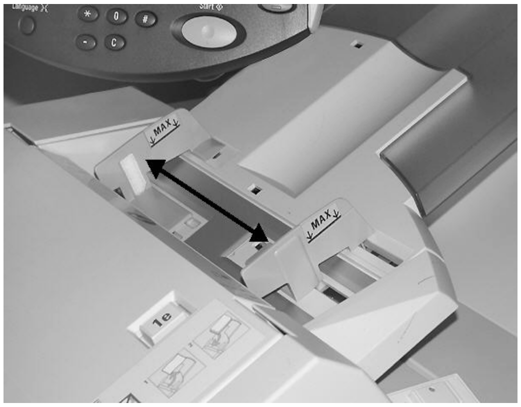
NOTE: *When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.*

Loading paper into Tray 8 (Post-Process Inserter)

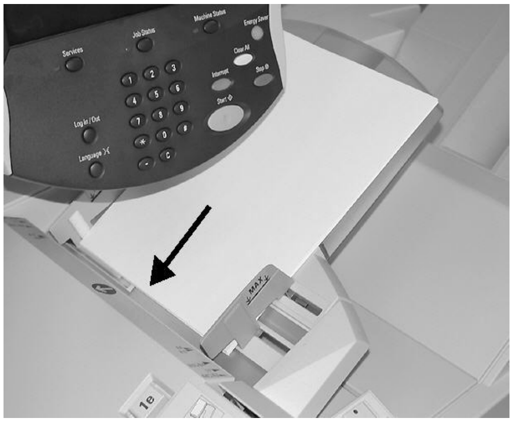
The Post-Process Inserter is designed for loading paper that will be used as separators and covers. You cannot make copies using the Post-Process Inserter media.

NOTE: *Remove any paper that remains loaded into the Inserter.*

1. Hold the center of the paper guides and slide them to the desired paper size.



2. Load the paper, aligning to the front side of the tray. If the paper is preprinted, load the paper with the printed side facing up and with the tab side to be fed first.



Loading Tab Paper into Trays

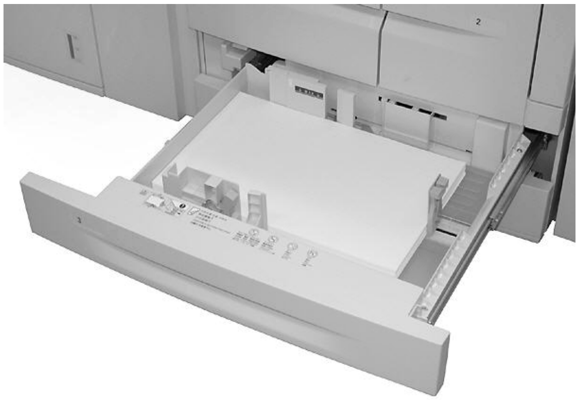
The following describes the procedures used for loading tab paper into Trays 3 and 4 (below), Tray 5 (Bypass) page 8-13, and Tray 8 (Post-Process Inserter) page 8-15.

KEY POINT: Do not load paper exceeding the maximum fill line. Doing so may cause paper jams and other printer problems.

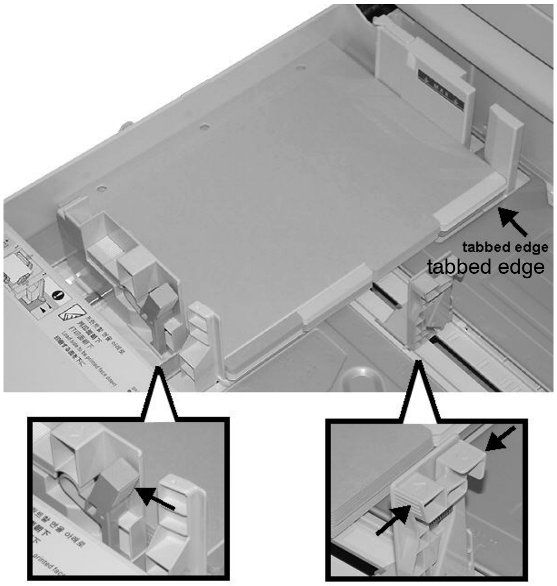
Loading Tab Paper into Trays 3 and 4

1. Slowly pull out the tray towards you until it stops

WARNING: If the tray is pulled out with too much force, it can hit and injure your knees.

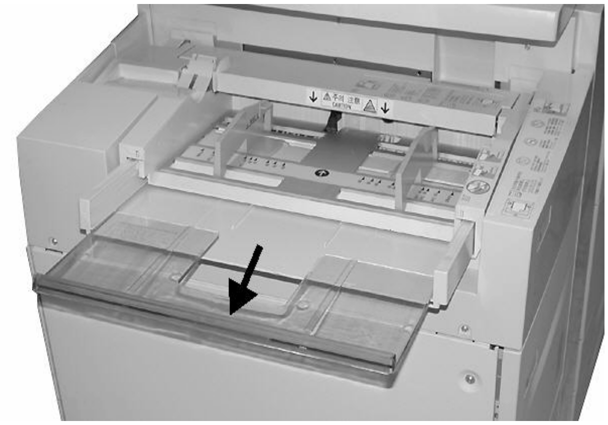


2. Load and align the edge of the tab paper against the right edge of the tray with the side to be copied or printed on facing down. Move the two paper guide levers while holding their grips so that they lightly contact the edges of the paper.

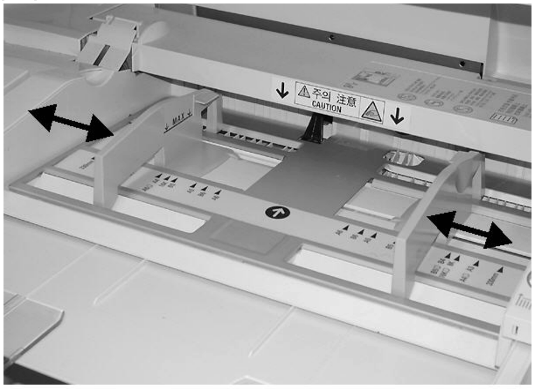


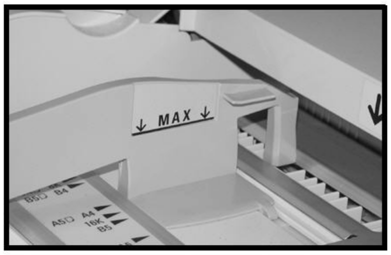
Loading Tab Paper into Tray 5 (Bypass)

1. Gently extend Tray 5 (Bypass) as necessary to accommodate the paper.

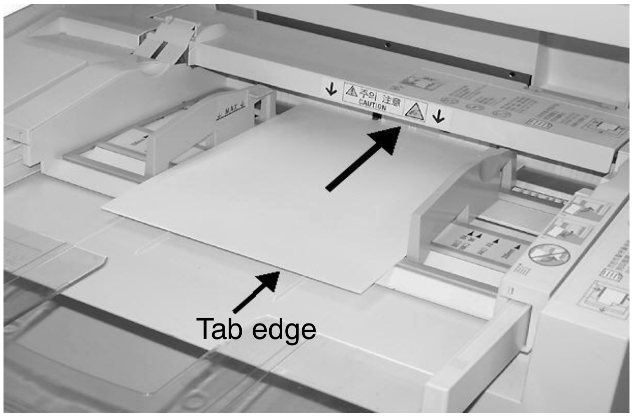


2. Hold the center of the paper guides and slide them to the desired paper size.





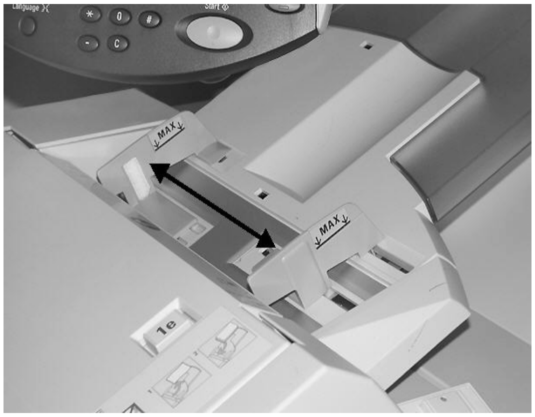
3. Place the tab paper:
    - With the side to be copied or printed facing up.
    - The bottom side to be fed first.
    - Lightly along the paper guide until it comes to a stop.



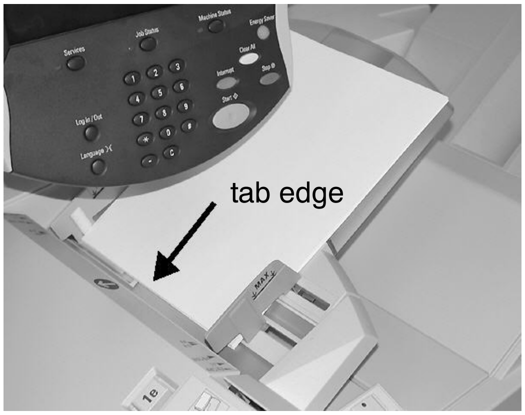
NOTE: *To copy a tab stock job, see; ‘Loading Tab Paper into Tray 5 (Bypass)” on page 8-13*

Loading Tab Paper into Tray 8 (Post-Process Inserter)

1. Hold the center of the paper guides and slide them to the desired paper size.



2. If the paper is preprinted, load the paper with the printed side facing up and with the tab side to be fed first.



Change/Confirm the Tray Settings

If you change paper types, the tray settings must be modified to reflect the paper type that is loaded in the tray. The following describes how to change or confirm the attributes of the paper loaded in the trays.

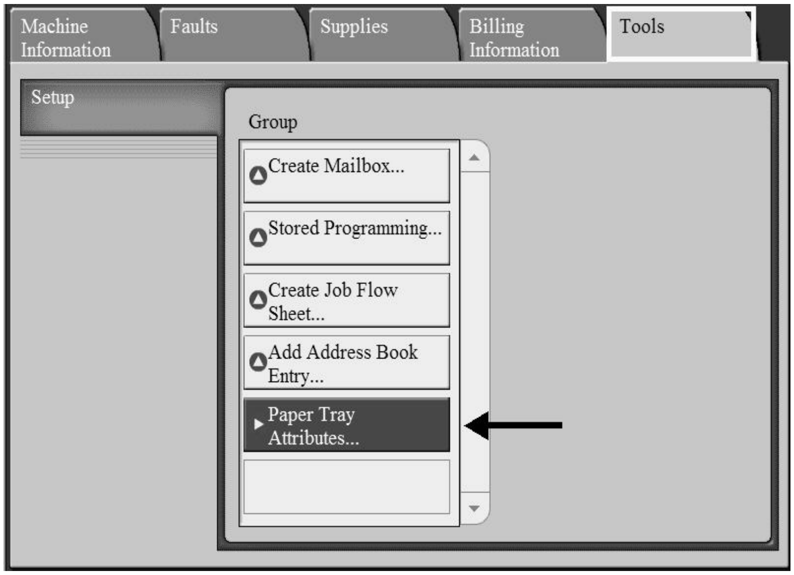
Change/confirm the tray settings from the All Services screen

NOTE: *User Interface (UI) screens vary from system to system and from marketplace to marketplace. As a result, the UI screens shown in this section may or may not reflect your system configuration.*

You can confirm and/or change the paper settings, such as weight, size, type, etc.

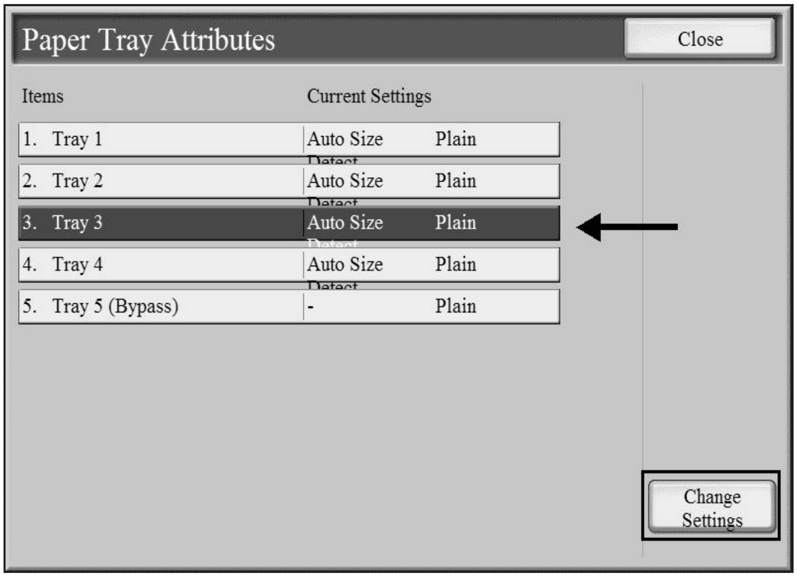
KEY POINT: In order for the user to confirm or change paper settings, the System Administrator must enable the **Paper Tray Attributes** feature. See your System Administrator, or refer to the System Administration Guide, Chapter 8, “Setup Menu.”

1. Press the **Machine Status** button on the Controller.
2. From the **Machine Status** menu, select the:
   a. **Tools** tab.
   b. **Paper Tray Attributes** button.


Machine Information
Faults
Supplies
Billing Information
Tools
Setup
Group
Create Mailbox...
Stored Programming...
Create Job Flow Sheet...
Add Address Book Entry...
Paper Tray Attributes...

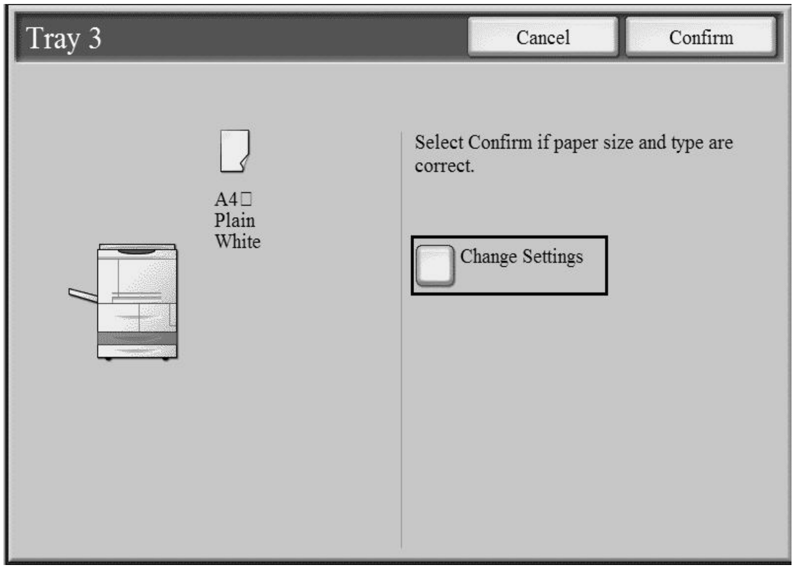
3. Select the desired paper tray and then select the **Change Settings** button.

NOTE: *For this example, we selected Tray 3 because Trays 1 and 2 do not allow custom paper size entries.*


Paper Tray Attributes
Close
Change Settings

Items	Current Settings	
1. Tray 1	Auto Size Detect	Plain
2. Tray 2	Auto Size Detect	Plain
3. Tray 3	Auto Size Detect	Plain
4. Tray 4	Auto Size Detect	Plain
5. Tray 5 (Bypass)	-	Plain

4. Select the **Change Settings** button.

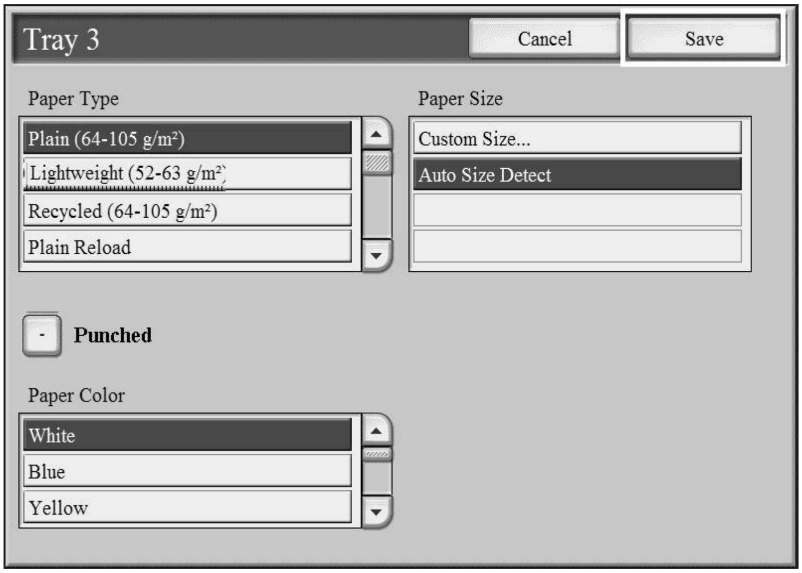

Tray 3
Cancel
Confirm
Change Settings

A4
Plain
White

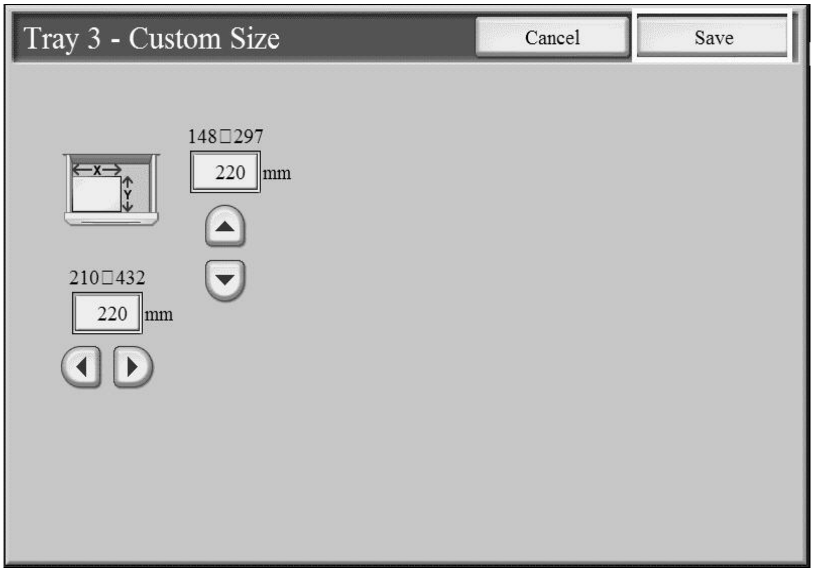
Select Confirm if paper size and type are correct.

5. Select paper options and:

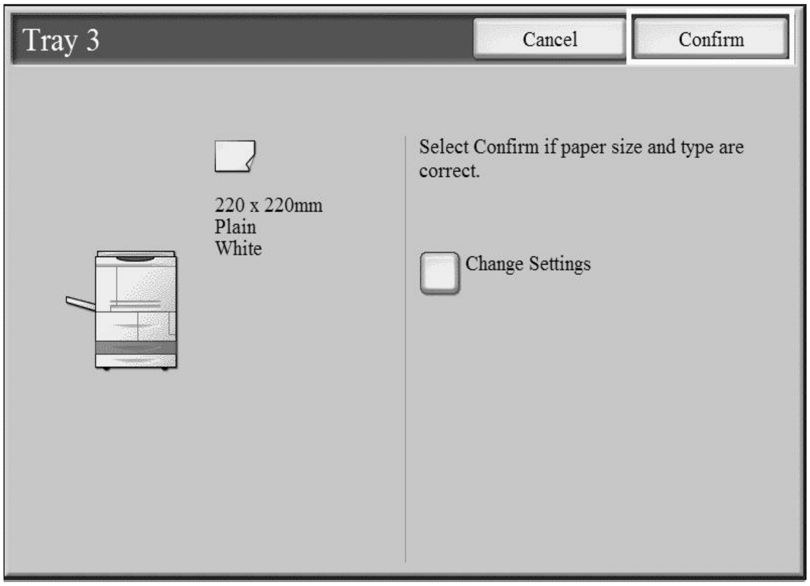
- Auto Size Detect: If you select Auto Size Detect, select the Save button to save and close the window.


Tray 3
Cancel
Save
Paper Type
Plain (64-105 g/m^2)
Lightweight (52-63 g/m^2)
Recycled (64-105 g/m^2)
Plain Reload
Paper Size
Custom Size...
Auto Size Detect
Punched
Paper Color
White
Blue
Yellow

- Custom Size:
    a. The width and height of the paper by selecting the arrow buttons.
    b. Select **Save**.


Tray 3 - Custom Size
Cancel
Save
X
Y
148□297
220
mm
210□432
220
mm

6. Review the paper settings and press **Confirm**.



Tray 3
Cancel
Confirm

220 x 220mm
Plain
White

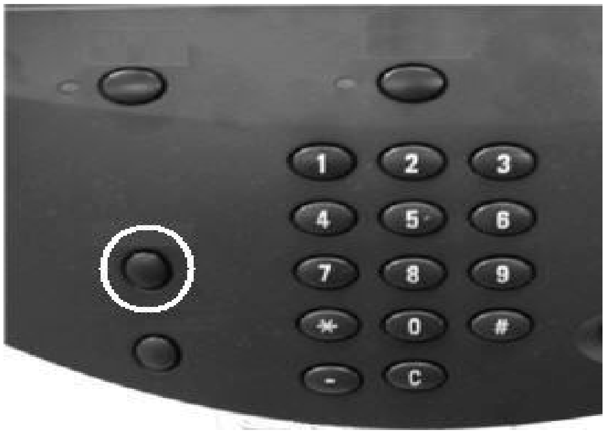
Select Confirm if paper size and type are correct.

Change Settings

7. Select **Close** on the next screen.
8. Press the **Services** button to return to the **Copy** screen.

Change/confirm the DEFAULT tray settings (System Administration)

1. Press the **Log In/Out** button on the Controller.


1
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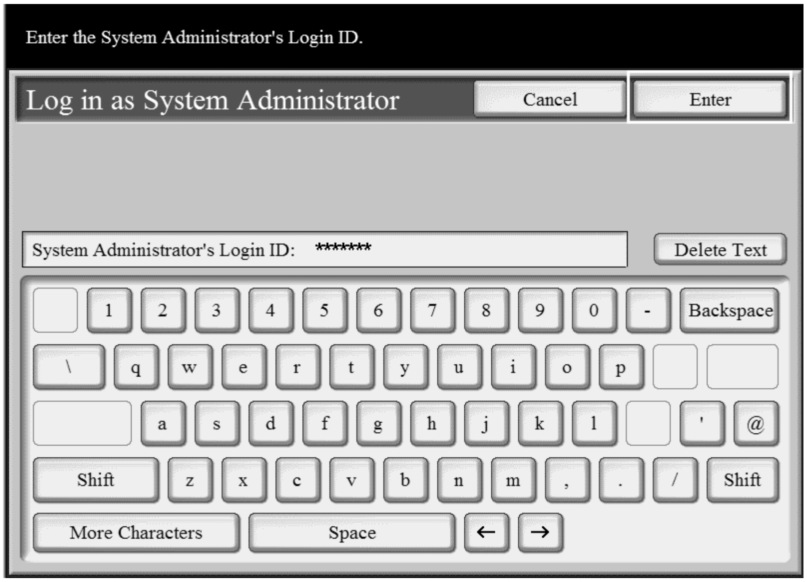
C

2. Enter the System Administrator Login ID (password) with the numeric keypad, and select **Enter**.


Enter the System Administrator's Login ID.

Log in as System Administrator

System Administrator's Login ID: *******

Cancel
Enter
Delete Text
1 2 3 4 5 6 7 8 9 0 - Backspace
\ q w e r t y u i o p
a s d f g h j k l ' @
Shift z x c v b n m , . / Shift
More Characters
Space
←
→

NOTE: *The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**. See the System Administrator Guide for additional information.*

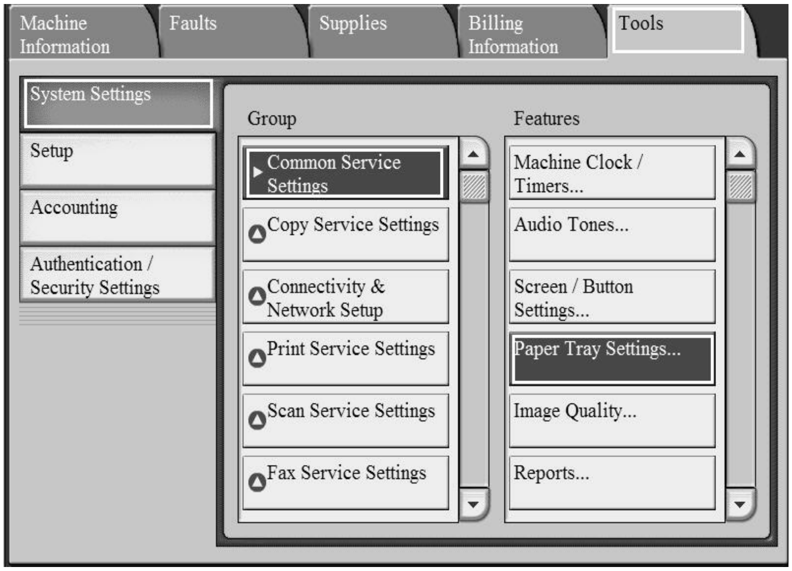
3. Select the following:

a. **Tools** tab.

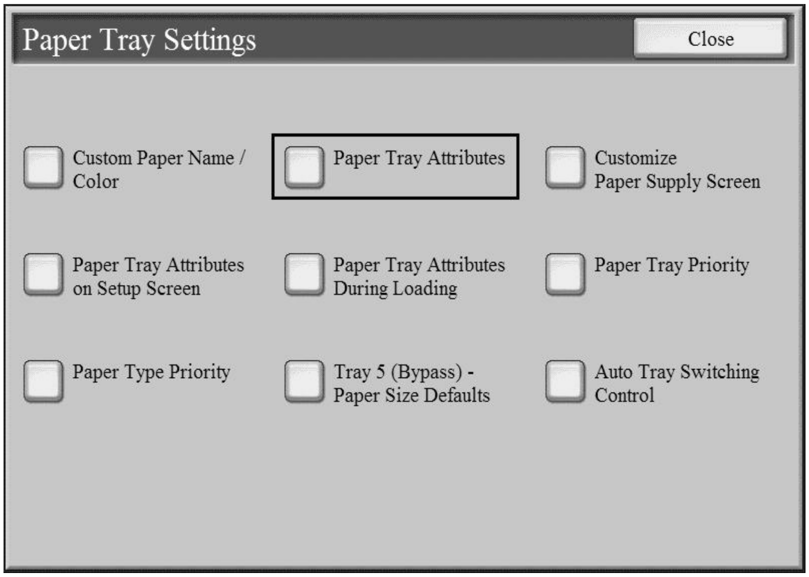
b. **System Settings** button**.**

c. **Common Settings** button.

d. **Paper Tray Settings** button. ADD NEW IMAGE

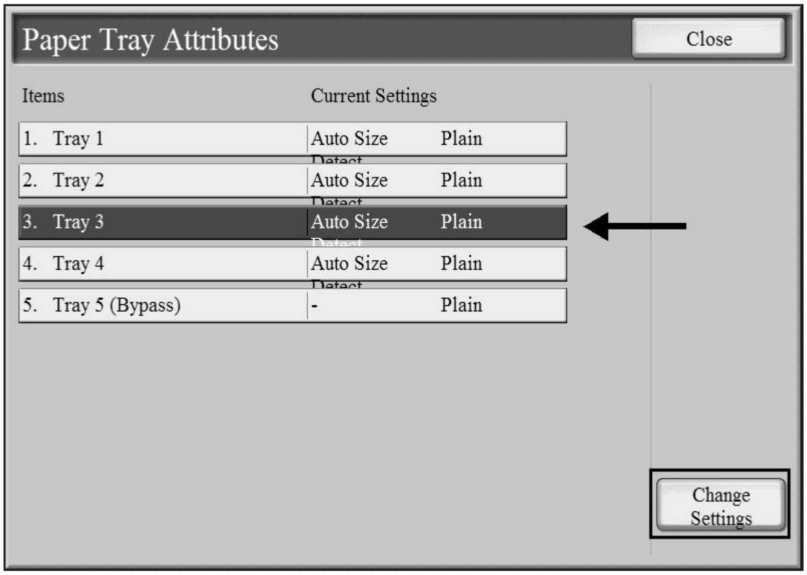

Machine Information
Faults
Supplies
Billing Information
Tools
System Settings
Setup
Accounting
Authentication / Security Settings
Group
Common Service Settings
Copy Service Settings
Connectivity & Network Setup
Print Service Settings
Scan Service Settings
Fax Service Settings
Features
Machine Clock / Timers...
Audio Tones...
Screen / Button Settings...
Paper Tray Settings...
Image Quality...
Reports...

4. Select **Paper Tray Attributes**.


Paper Tray Settings
Close
Custom Paper Name / Color
Paper Tray Attributes
Customize Paper Supply Screen
Paper Tray Attributes on Setup Screen
Paper Tray Attributes During Loading
Paper Tray Priority
Paper Type Priority
Tray 5 (Bypass) - Paper Size Defaults
Auto Tray Switching Control

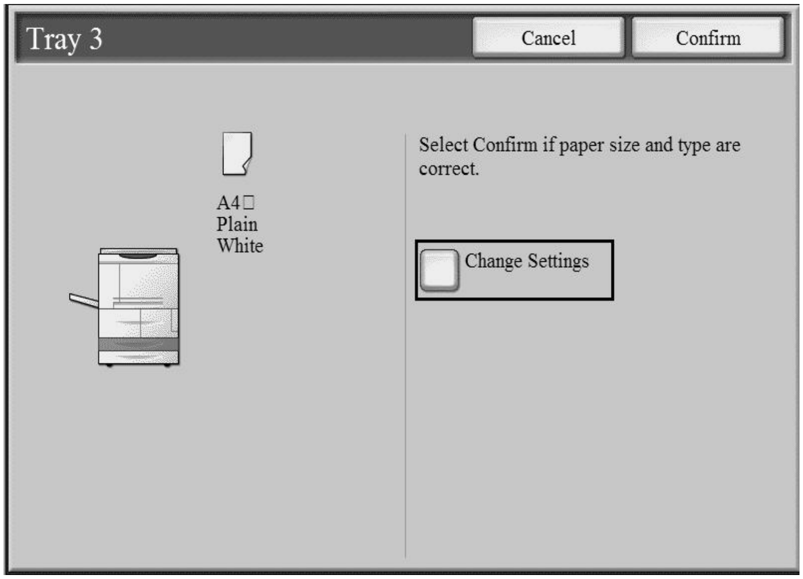
5. Select the desired paper tray and select **Change Settings**.

***NOTE:** For this example, we selected Tray 3 because Trays 1 and 2 do not allow custom paper size entries.*


Paper Tray Attributes
Close
Change Settings

Items	Current Settings	
1. Tray 1	Auto Size Detect	Plain
2. Tray 2	Auto Size Detect	Plain
3. Tray 3	Auto Size Detect	Plain
4. Tray 4	Auto Size Detect	Plain
5. Tray 5 (Bypass)	-	Plain

6. Select the **Change Settings** button.

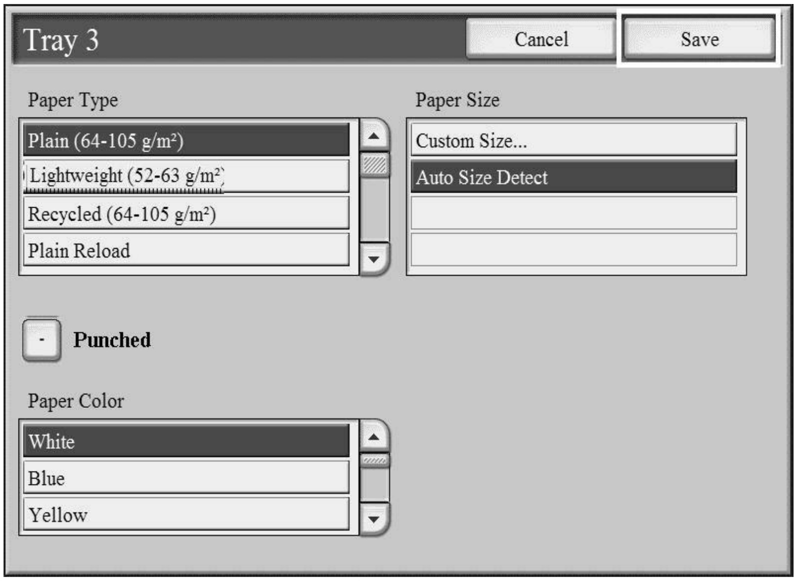

Tray 3
Cancel
Confirm
Change Settings

A4□
Plain
White

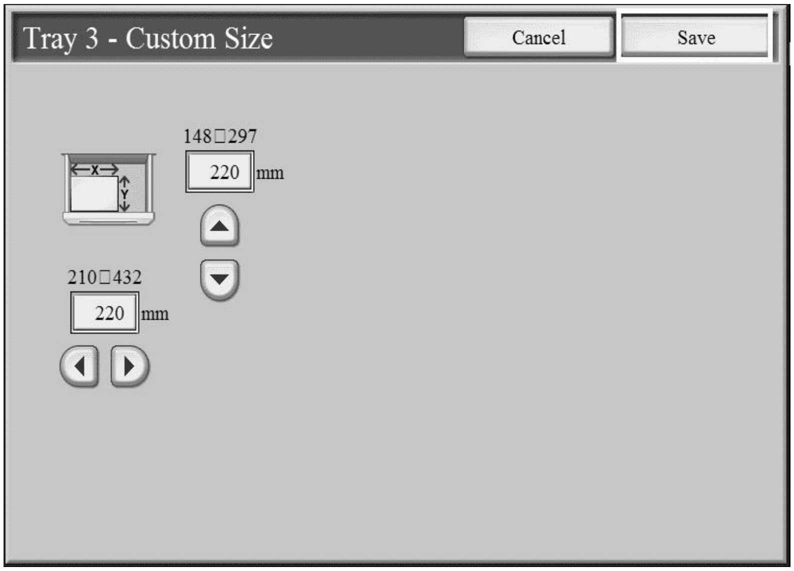
Select Confirm if paper size and type are correct.

7. Select paper options and:

- Auto Size Detect: If you select Auto Size Detect, select the Save button to save and close the window.

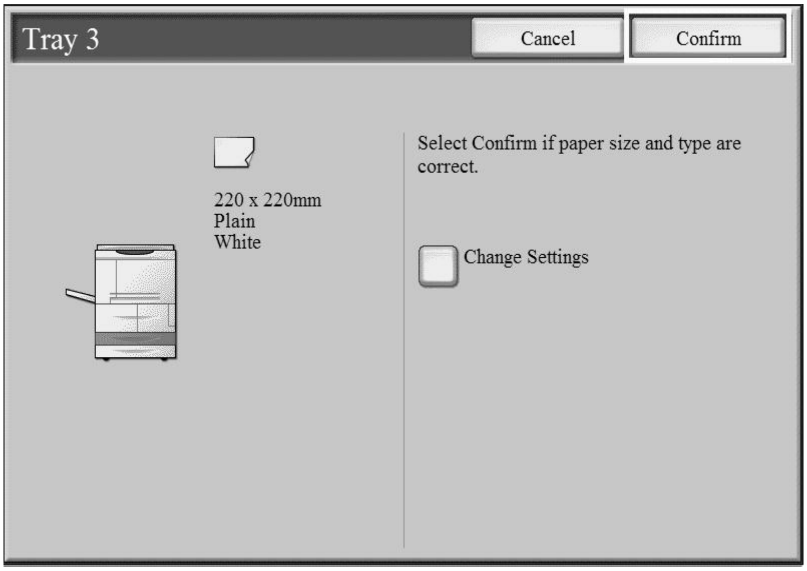

Tray 3
Cancel
Save
Paper Type
Plain (64-105 g/m²)
Lightweight (52-63 g/m²)
Recycled (64-105 g/m²)
Plain Reload
Paper Size
Custom Size...
Auto Size Detect
Punched
Paper Color
White
Blue
Yellow

- Custom Size: Select the following:
  - a. The width and height of the paper by selecting the arrow buttons.
  - b. Select **Save**.


Tray 3 - Custom Size
Cancel
Save
X
Y
148□297
220
mm
210□432
220
mm

NOTE: *If the optional OHCF (Tray 6) is attached, an additional Paper Type option called **Coated Stock** is available.*

8. Once you have selected and reviewed your paper options, press the **Confirm** button.


Tray 3
Cancel
Confirm
220 x 220mm
Plain
White
Change Settings

Select Confirm if paper size and type are correct.

9. Select **Close** on the next two screens to return to the Tools tab.

NOTE: *To assign a name to a Custom Paper entry, refer to "Custom Paper Name" in the System Administration Guide.*

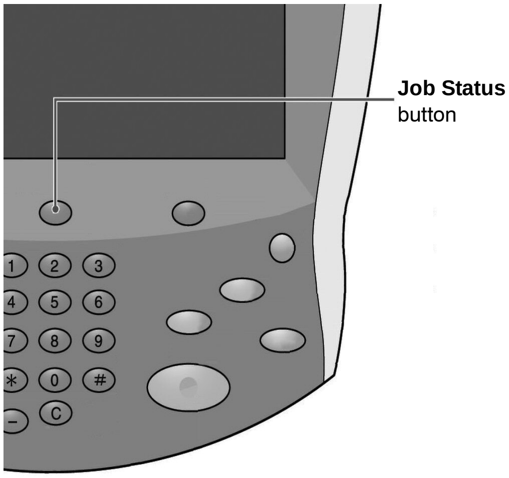
9. Job Status

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Job Status Overview

The Job Status feature lets you check active, pending, and completed jobs. You can also cancel printing or print pending-print jobs.

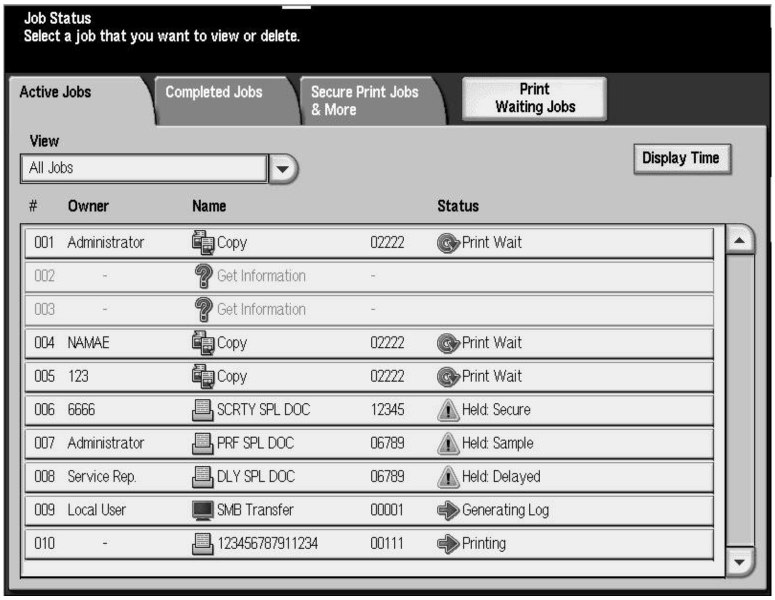
You can access the **Job Status** area by pressing the **Job Status** button on the control panel.



Active Jobs tab

You can check active jobs, cancel jobs, or execute jobs in the order you set.

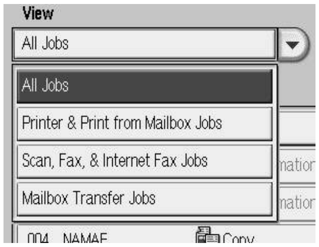
1. Press the **Job Status** button on the control panel.
2. Select the **Active Jobs** tab.


Active Jobs
Completed Jobs
Secure Print Jobs & More
Print Waiting Jobs
View
All Jobs
Display Time

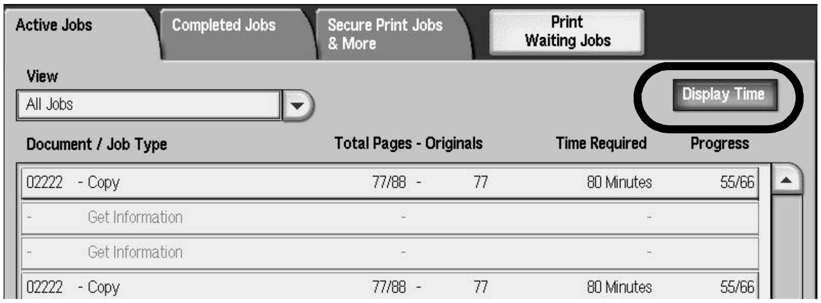
Job Status
Select a job that you want to view or delete.

#	Owner	Name		Status
001	Administrator	Copy	02222	Print Wait
002	-	Get Information	-	
003	-	Get Information	-	
004	NAMAE	Copy	02222	Print Wait
005	123	Copy	02222	Print Wait
006	6666	SCRTY SPL DOC	12345	Held: Secure
007	Administrator	PRF SPL DOC	06789	Held: Sample
008	Service Rep.	DLY SPL DOC	06789	Held: Delayed
009	Local User	SMB Transfer	00001	Generating Log
010	-	123456787911234	00111	Printing

3. Select the job you want to view from the **View** pull-down menu.


View
All Jobs
All Jobs
Printer & Print from Mailbox Jobs
Scan, Fax, & Internet Fax Jobs
Mailbox Transfer Jobs

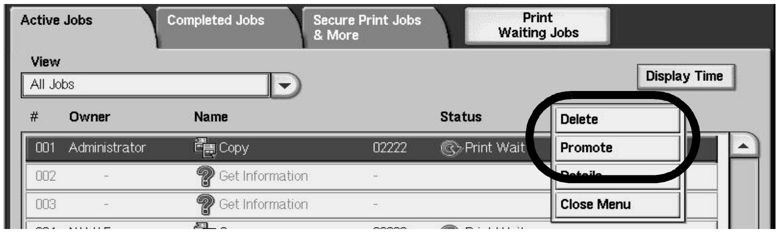
4. Select the applicable job to view from the displayed list.
5. Use the **up** or **down** button on the scroll bar to navigate the list.
6. If required, select **Display Time** to display the time required to process the job.


Active Jobs
Completed Jobs
Secure Print Jobs & More
Print Waiting Jobs
View
All Jobs
Display Time

Document / Job Type	Total Pages - Originals	Time Required	Progress
02222 - Copy	77/88 - 77	80 Minutes	55/66
- Get Information	-	-	
- Get Information	-	-	
02222 - Copy	77/88 - 77	80 Minutes	55/66

NOTE: *For more information about the time settings, refer to "Estimated Time for Single or All Jobs" in the System Administration Guide or contact your System Administrator for help.*

7. To delete a job or change the execution order, select the job from the list.
8. Select **Delete** or **Promote** from the pop-up menu.


Active Jobs
Completed Jobs
Secure Print Jobs & More
Print Waiting Jobs
View
Display Time
Delete
Promote
Close Menu

View: All Jobs

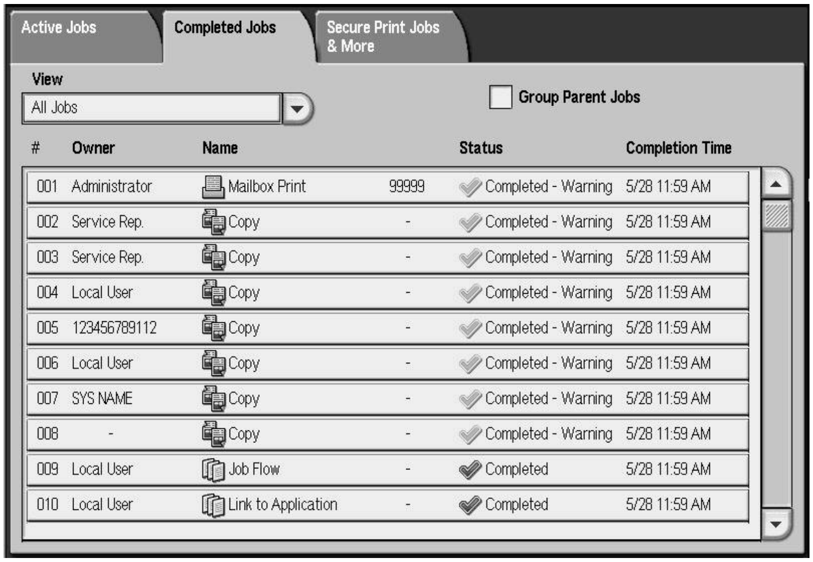
#	Owner	Name		Status
001	Administrator	Copy	02222	Print Wait
002	-	Get Information	-	
003	-	Get Information	-	

- **Delete** - Cancels the current or pending job.
- **Promote** - Promotes a job to be run after the currently executing job.
- **Details** - Shows the details of the selected document.
- **Close Menu** - Closes the pop-up menu.

Completed Jobs tab

You can check whether a job has completed successfully. Also, by selecting a job, you can display specific details.

1. Press the **Job Status** button on the control panel.
2. Select the **Completed Jobs** tab.

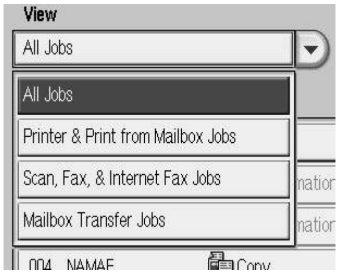

Active Jobs
Completed Jobs
Secure Print Jobs & More
View
Group Parent Jobs

View: All Jobs

☐ Group Parent Jobs

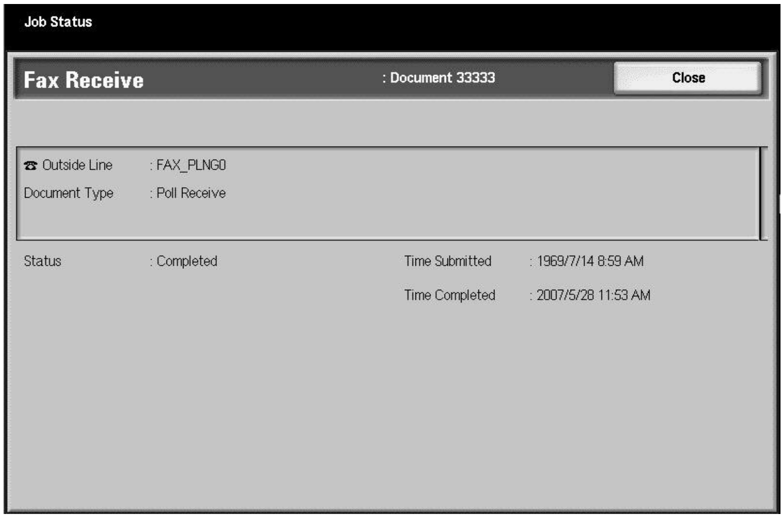
#	Owner	Name		Status	Completion Time
001	Administrator	Mailbox Print	99999	Completed - Warning	5/28 11:59 AM
002	Service Rep.	Copy	-	Completed - Warning	5/28 11:59 AM
003	Service Rep.	Copy	-	Completed - Warning	5/28 11:59 AM
004	Local User	Copy	-	Completed - Warning	5/28 11:59 AM
005	123456789112	Copy	-	Completed - Warning	5/28 11:59 AM
006	Local User	Copy	-	Completed - Warning	5/28 11:59 AM
007	SYS NAME	Copy	-	Completed - Warning	5/28 11:59 AM
008	-	Copy	-	Completed - Warning	5/28 11:59 AM
009	Local User	Job Flow	-	Completed	5/28 11:59 AM
010	Local User	Link to Application	-	Completed	5/28 11:59 AM

3. Select the job you want to view from the **View** pull-down menu.


View
All Jobs
All Jobs
Printer & Print from Mailbox Jobs
Scan, Fax, & Internet Fax Jobs
Mailbox Transfer Jobs
004 NAMAE
Copy

4. Use the scroll bar to navigate the list.

5. To check the details of a job, select the job from the displayed list.


Job Status
Fax Receive
Close

: Document 33333

☎ Outside Line : FAX_PLNG0
Document Type : Poll Receive

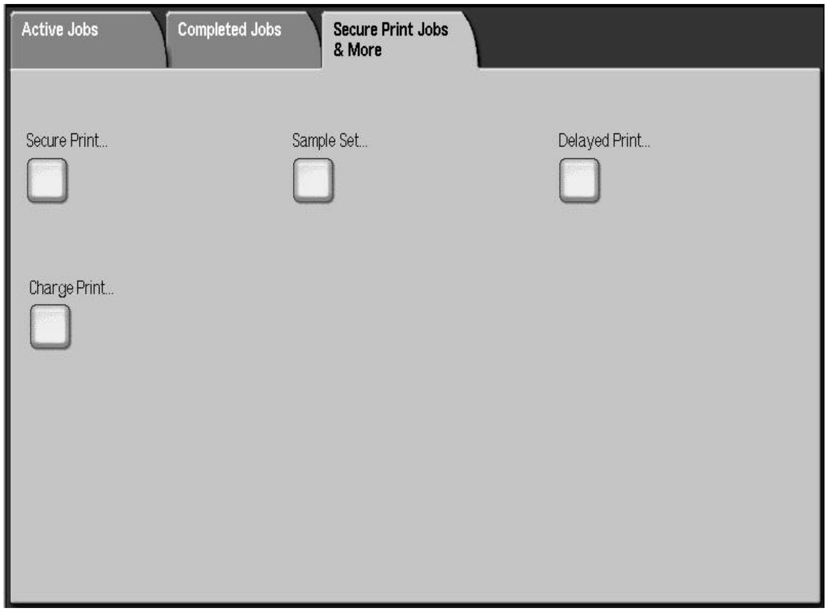
Status : Completed
Time Submitted : 1969/7/14 8:59 AM
Time Completed : 2007/5/28 11:53 AM

6. After checking the job details, select **Close**.

Secure Print Jobs & More tab

This section describes how to manipulate documents stored by the secure print, sample set, and delayed print features.

1. Press the **Job Status** button on the control panel.
2. Select the **Secure Print Jobs & More** tab.

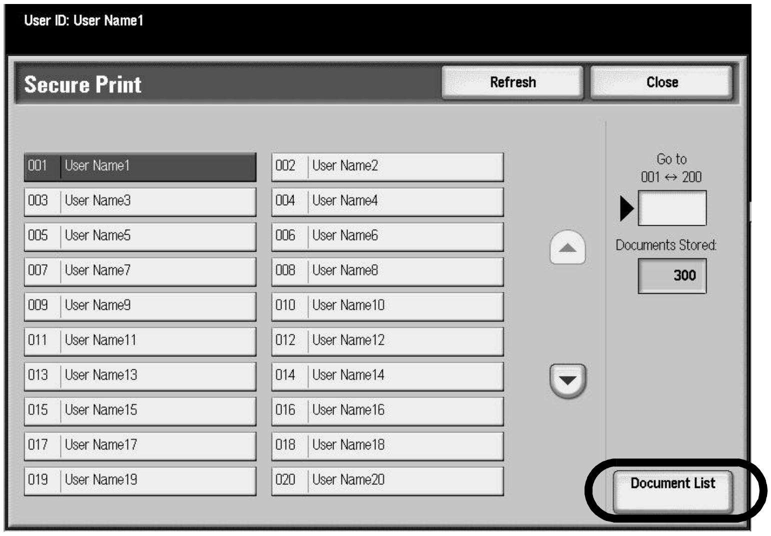

Active Jobs
Completed Jobs
Secure Print Jobs & More
Secure Print...
Sample Set...
Delayed Print...
Charge Print...

3. Select, set and save the applicable features:
   - Secure Print... (See “Secure Print” on page 9-5)
   - Sample Set... (See “Sample Set” on page 9-8)
   - Delayed Print... (See “Delayed Print” on page 9-11)
   - Charge Print... (See “Charge Print” on page 9-12)

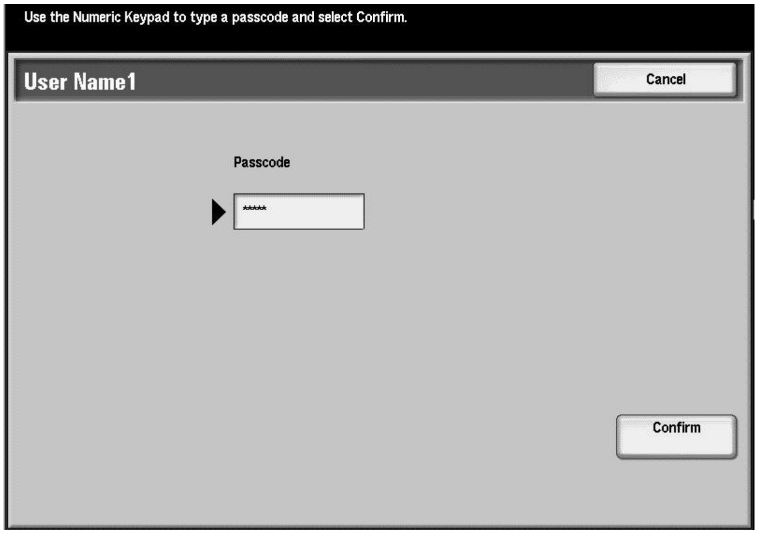
Secure Print

1. From the **Secure Print Jobs & More** tab, select **Secure Print...**
2. Select **Refresh** to display the latest updated information.
3. Use the **up** or **down** button to navigate the list.
4. From the displayed list, select the applicable user. If you know the exact number of the user in the list, you can specify the user directly with the numeric keypad, from the **Go to** box.

5. Select **Document List**.


User ID: User Name1
Secure Print
Refresh
Close
001 User Name1
002 User Name2
003 User Name3
004 User Name4
005 User Name5
006 User Name6
007 User Name7
008 User Name8
009 User Name9
010 User Name10
011 User Name11
012 User Name12
013 User Name13
014 User Name14
015 User Name15
016 User Name16
017 User Name17
018 User Name18
019 User Name19
020 User Name20
Go to
001 ↔ 200
Documents Stored:
300
Document List

6. Use the keypad on the control panel to enter the passcode.


Use the Numeric Keypad to type a passcode and select Confirm.

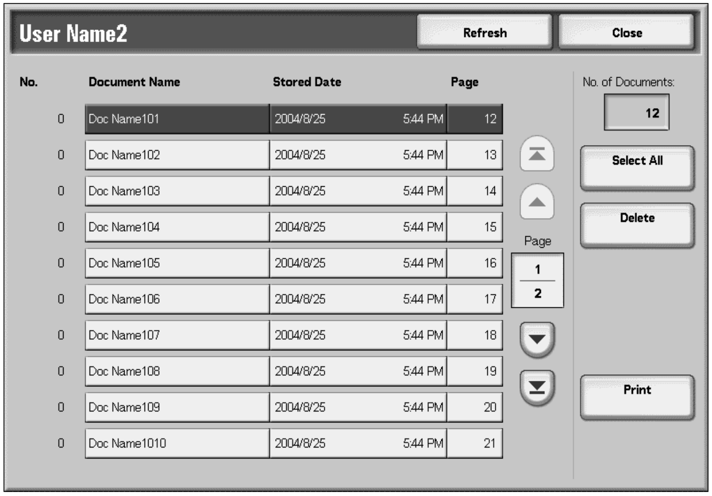
User Name1
Cancel
Passcode
*****
Confirm

7. Select **Confirm**.

***NOTE:** If no password code is set, the **Passcode** screen does not appear.*

8. Use the **up** or **down** buttons to navigate the document list.

9. Select the document you want to print or delete (See “To Print a Document” on page 9-8) or (See “To Remove a Document” on page 9-7).

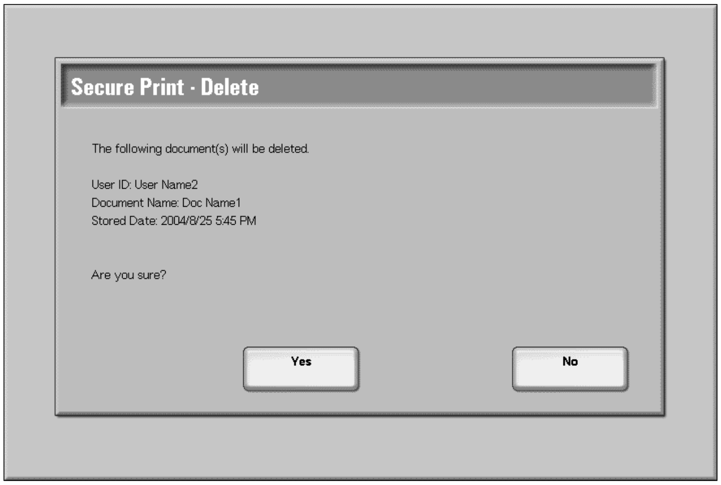


No.	Document Name	Stored Date	Page
0	Doc Name101	2004/8/25 5:44 PM	12
0	Doc Name102	2004/8/25 5:44 PM	13
0	Doc Name103	2004/8/25 5:44 PM	14
0	Doc Name104	2004/8/25 5:44 PM	15
0	Doc Name105	2004/8/25 5:44 PM	16
0	Doc Name106	2004/8/25 5:44 PM	17
0	Doc Name107	2004/8/25 5:44 PM	18
0	Doc Name108	2004/8/25 5:44 PM	19
0	Doc Name109	2004/8/25 5:44 PM	20
0	Doc Name1010	2004/8/25 5:44 PM	21

NOTE: *You can use the **Select All** button to select all documents in the list. Selecting this button a second time deselects all documents.*

To Remove a Document

1. From the document list, select a document to delete.
2. Verify the file name is correct, then select **Delete**.



The following document(s) will be deleted.

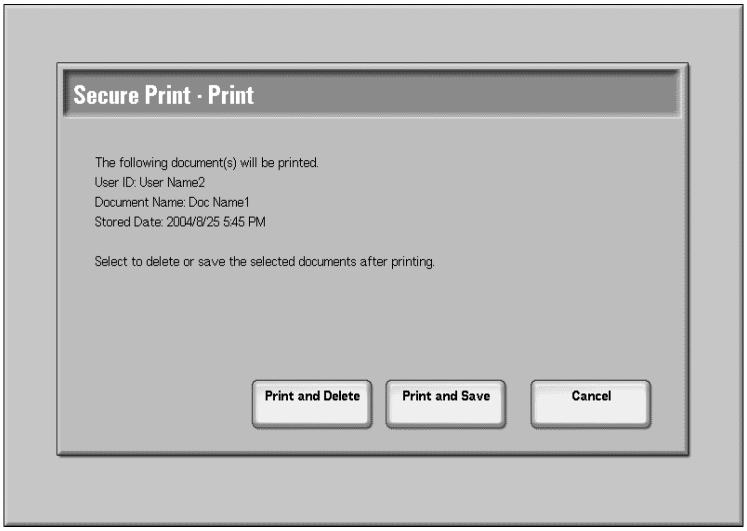
User ID: User Name2
Document Name: Doc Name1
Stored Date: 2004/8/25 5:45 PM

Are you sure?

3. Select **Yes** to confirm the deletion.

To Print a Document

1. From the document list, select a document to print.
2. Enter the number of copies in the **No. of Documents:** box, using the numeric keypad.
3. Select **Print**.
4. Select what to do with the document after printing.



The following document(s) will be printed.
User ID: User Name2
Document Name: Doc Name1
Stored Date: 2004/8/25 5:45 PM

Select to delete or save the selected documents after printing.

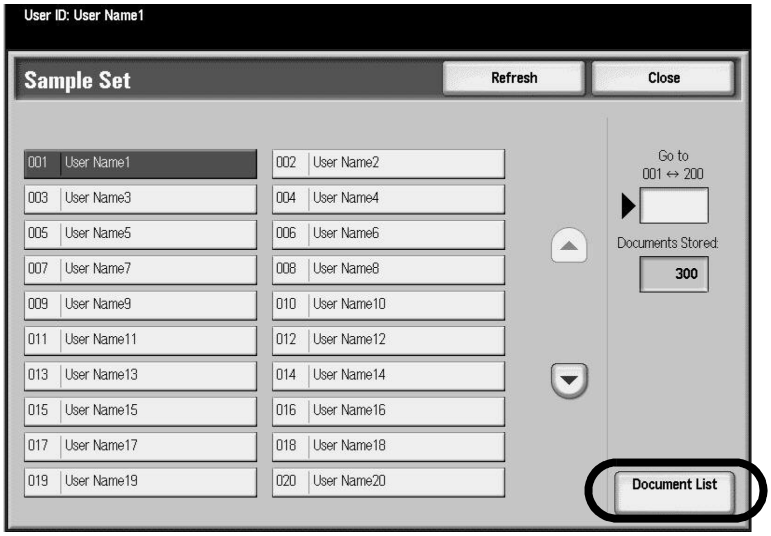
- Print and Delete - Starts printing the document. After printing, the document is removed.
- Print and Save - Starts printing the document. After printing, the document is saved to the User document-list.
- Cancel - This cancels the printing of the document.

Sample Set

This section describes the sample set feature. When printing multiple copies from a client, specifying a sample set, prints a sample set for validation.

1. From the **Secure Print Jobs & More** tab, select **Sample Set...**
2. Select **Refresh** to display the latest updated information.
3. Use the **up** or **down** button to navigate the list.
4. From the displayed list, select the applicable user. If you know the exact number of the user in the list, you can specify the user directly with the numeric keypad, from the **Go to** box.

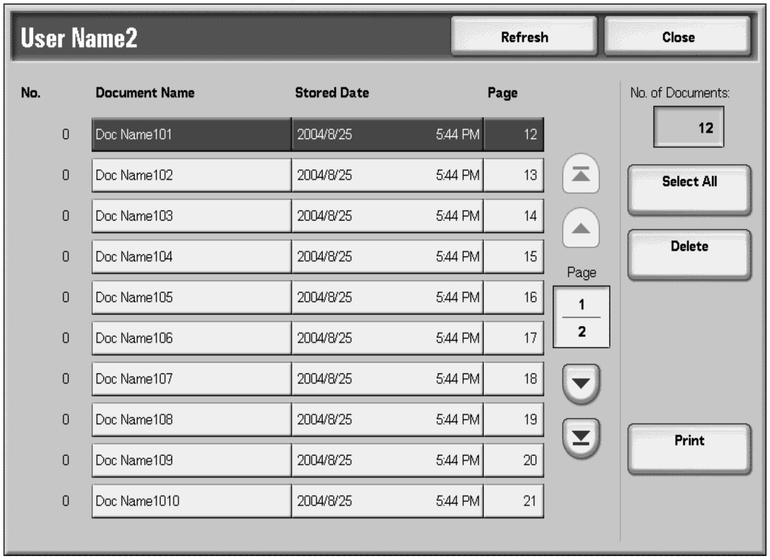
5. Select **Document List**.


User ID: User Name1
Sample Set
Refresh
Close
Go to
001 ↔ 200
Document List

Documents Stored: 300

001	User Name1	002	User Name2
003	User Name3	004	User Name4
005	User Name5	006	User Name6
007	User Name7	008	User Name8
009	User Name9	010	User Name10
011	User Name11	012	User Name12
013	User Name13	014	User Name14
015	User Name15	016	User Name16
017	User Name17	018	User Name18
019	User Name19	020	User Name20

6. Select the document you want to print or delete (See “To Print a Sample Set” on page 9-10) or (See “To Remove a Sample Set Document” on page 9-10).


User Name2
Refresh
Close
Select All
Delete
Print
Page
1
2

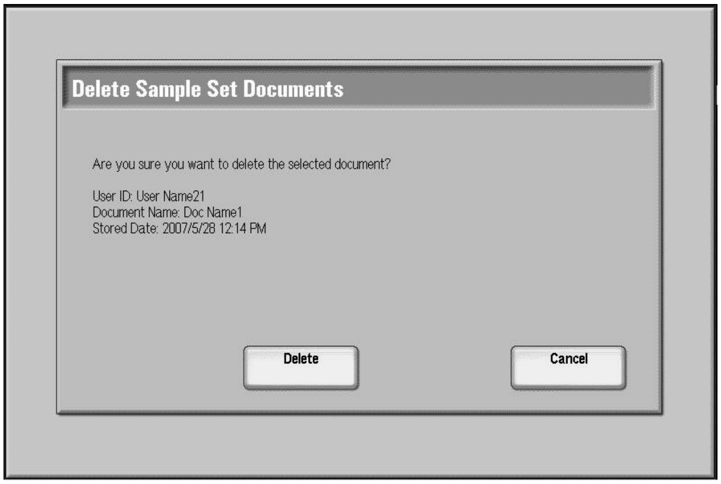
No. of Documents: 12

No.	Document Name	Stored Date	Page
0	Doc Name101	2004/8/25 5:44 PM	12
0	Doc Name102	2004/8/25 5:44 PM	13
0	Doc Name103	2004/8/25 5:44 PM	14
0	Doc Name104	2004/8/25 5:44 PM	15
0	Doc Name105	2004/8/25 5:44 PM	16
0	Doc Name106	2004/8/25 5:44 PM	17
0	Doc Name107	2004/8/25 5:44 PM	18
0	Doc Name108	2004/8/25 5:44 PM	19
0	Doc Name109	2004/8/25 5:44 PM	20
0	Doc Name1010	2004/8/25 5:44 PM	21

NOTE: *You can use the* ***Select All*** *button to select all documents in the list. Selecting this button a second time deselects all documents.*

To Remove a Sample Set Document

1. From the document list, select a document to delete.
2. Verify the file name is correct, then select **Delete**.



Delete Sample Set Documents

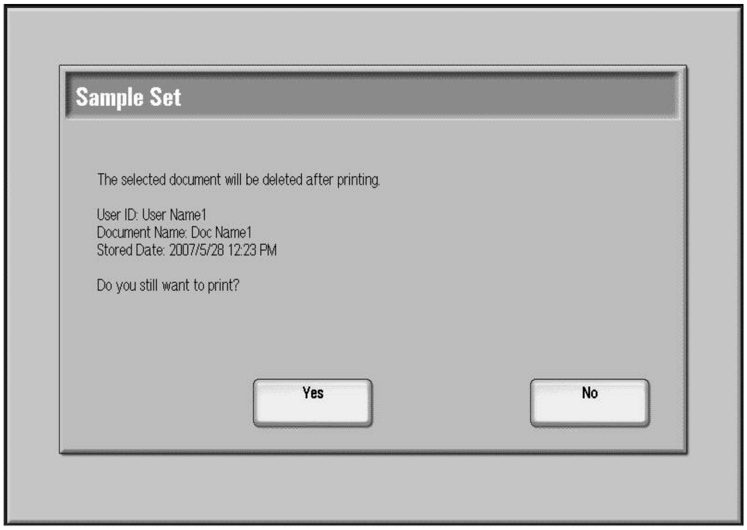
Are you sure you want to delete the selected document?

User ID: User Name21
Document Name: Doc Name1
Stored Date: 2007/5/28 12:14 PM

3. Select **Delete** to confirm the deletion.

To Print a Sample Set

1. From the document list, select a document to print.
2. Enter the number of copies in the **No. of Documents:** box, using the numeric keypad.
3. Select **Print**.



Sample Set

The selected document will be deleted after printing.

User ID: User Name1
Document Name: Doc Name1
Stored Date: 2007/5/28 12:23 PM

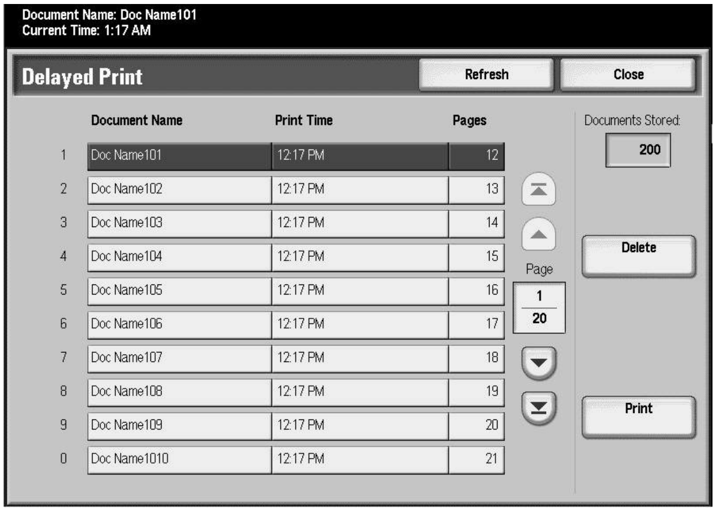
Do you still want to print?

4. Select **Yes**.

Delayed Print

This section describes how to print and delete documents stored by the delayed print feature.

1. From the **Secure Print Jobs & More** tab, select **Delayed Print...**
2. Select **Refresh** to display the latest updated information.
3. Use the **up** or **down** button to navigate the list.
4. From the displayed list, select the applicable document. If you know the exact number of the document in the list, you can specify it directly with the numeric keypad, from the **Go to** box.
5. Select the applicable document you want to print or delete.

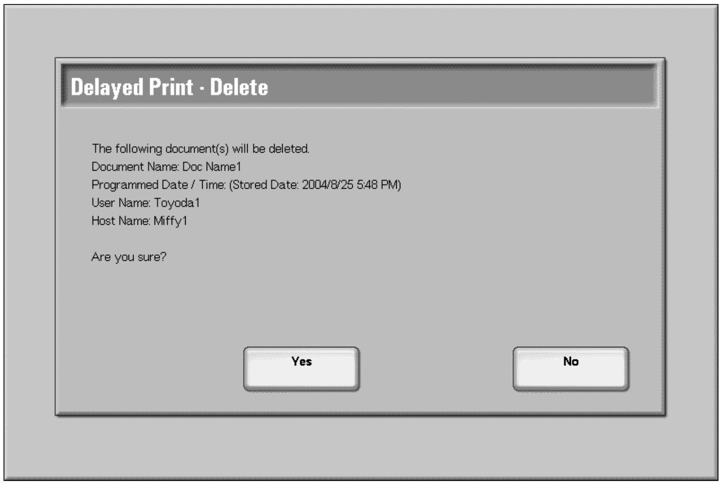


Document Name: Doc Name101
Current Time: 1:17 AM

	Document Name	Print Time	Pages
1	Doc Name101	12:17 PM	12
2	Doc Name102	12:17 PM	13
3	Doc Name103	12:17 PM	14
4	Doc Name104	12:17 PM	15
5	Doc Name105	12:17 PM	16
6	Doc Name106	12:17 PM	17
7	Doc Name107	12:17 PM	18
8	Doc Name108	12:17 PM	19
9	Doc Name109	12:17 PM	20
0	Doc Name1010	12:17 PM	21

When You Select Delayed Print - Delete

1. From the document list, select a document to delete.
2. Select **Delete**.
3. Verify the file name is correct, then select **Yes**.



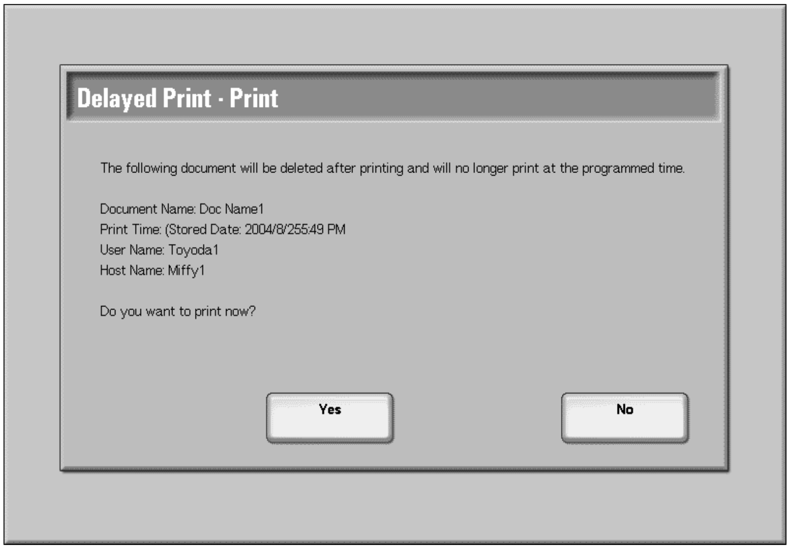
The following document(s) will be deleted.
Document Name: Doc Name1
Programmed Date / Time: (Stored Date: 2004/8/25 5:48 PM)
User Name: Toyoda1
Host Name: Miffy1

Are you sure?

When You Select Delayed Print - Print

This prints the document saved by the delayed print feature. After printing, the document is deleted.

1. From the document list, select a document to print.
2. Select **Print**.
3. Select **Yes**.



Delayed Print - Print

The following document will be deleted after printing and will no longer print at the programmed time.

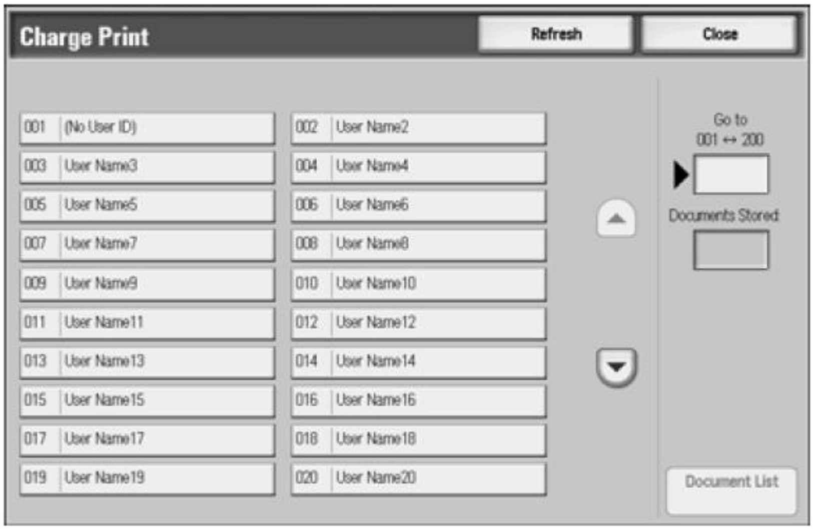
Document Name: Doc Name1
Print Time: (Stored Date: 2004/8/255:49 PM
User Name: Toyoda1
Host Name: Miffy1

Do you want to print now?

Charge Print

The Charge Print feature allows you to print or delete documents stored for each billing user ID.

1. From the **Secure Print Jobs & More** tab, select **Charge Print...**



Charge Print

001 (No User ID)
002 User Name2
003 User Name3
004 User Name4
005 User Name5
006 User Name6
007 User Name7
008 User Name8
009 User Name9
010 User Name10
011 User Name11
012 User Name12
013 User Name13
014 User Name14
015 User Name15
016 User Name16
017 User Name17
018 User Name18
019 User Name19
020 User Name20

2. Select **Refresh** to display the latest updated information.

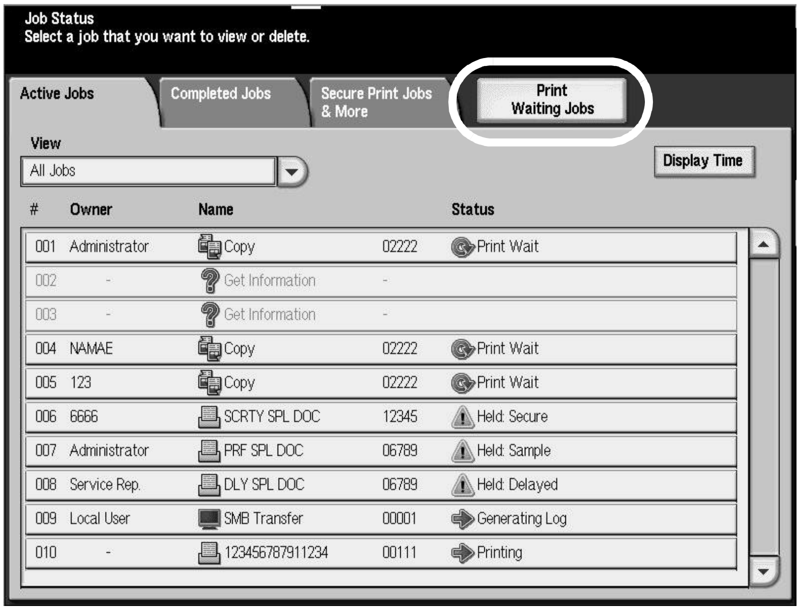
3. Use the **up** or **down** button to navigate the list. If you know the exact number of the document in the list, you can specify it directly with the numeric keypad, from the **Go to** box.
4. Select the needed billing user ID.
5. Select **Document List**. The **Password** screen is displayed.
6. Enter the passcode and select **Confirm**.
7. Select a document to print or delete from the displayed list.
8. Select the required option.
9. When finished, select **Close**.

Printing Waiting Print Jobs

You can print all the pending print jobs.

***NOTE:** If there are no pending print jobs, then you cannot select **Print Waiting Jobs**.*

1. Press the **Job Status** button.
2. Select **Print Waiting Jobs**.



Job Status
Select a job that you want to view or delete.

View: All Jobs

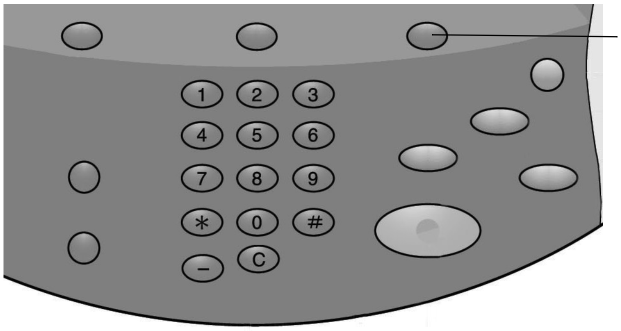
#	Owner	Name		Status
001	Administrator	Copy	02222	Print Wait
002	-	Get Information	-	
003	-	Get Information	-	
004	NAMAE	Copy	02222	Print Wait
005	123	Copy	02222	Print Wait
006	6666	SCRTY SPL DOC	12345	Held: Secure
007	Administrator	PRF SPL DOC	06789	Held: Sample
008	Service Rep.	DLY SPL DOC	06789	Held: Delayed
009	Local User	SMB Transfer	00001	Generating Log
010	-	123456787911234	00111	Printing

10. Machine Status

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Overview

The Machine Status button is used to access machine status information and features.

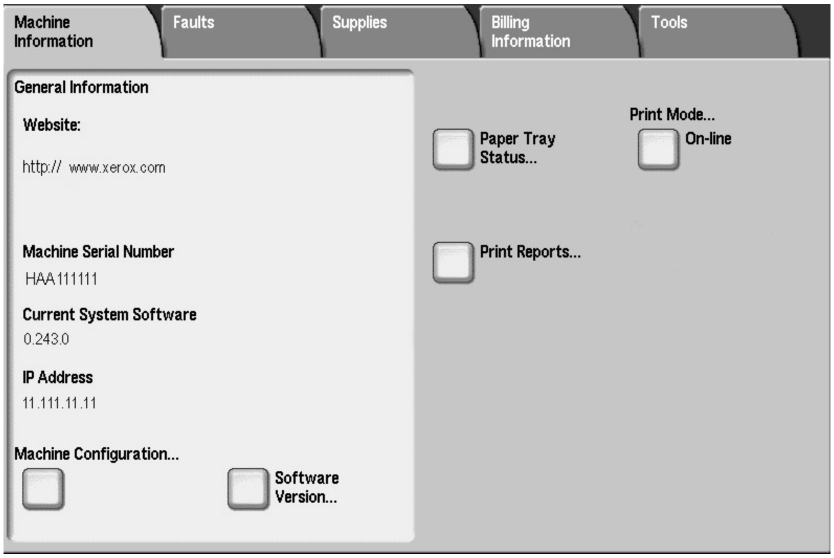


Press the **Machine Status** button on the User Interface to access the following tabs.

- **Machine Information**
- **Faults**
- **Supplies**
- **Billing Information**
- **Tools**

The Machine Information tab

The **Machine Information** tab provides general information about the copier/printer and has buttons that allow you to access other machine information features.


Machine Information
Faults
Supplies
Billing Information
Tools
Machine Configuration...
Software Version...
Paper Tray Status...
Print Mode...
On-line
Print Reports...

General Information

Website:
http:// www.xerox.com

Machine Serial Number
HAA111111

Current System Software
0.243.0

IP Address
11.111.11.11

Serial Number

The Machine Serial Number is displayed in the General Information area on the Machine Information tab. You will need this number when calling Xerox for technical information or assistance.

Current system software version

The version of the system software that is currently installed on your copier/printer is displayed.

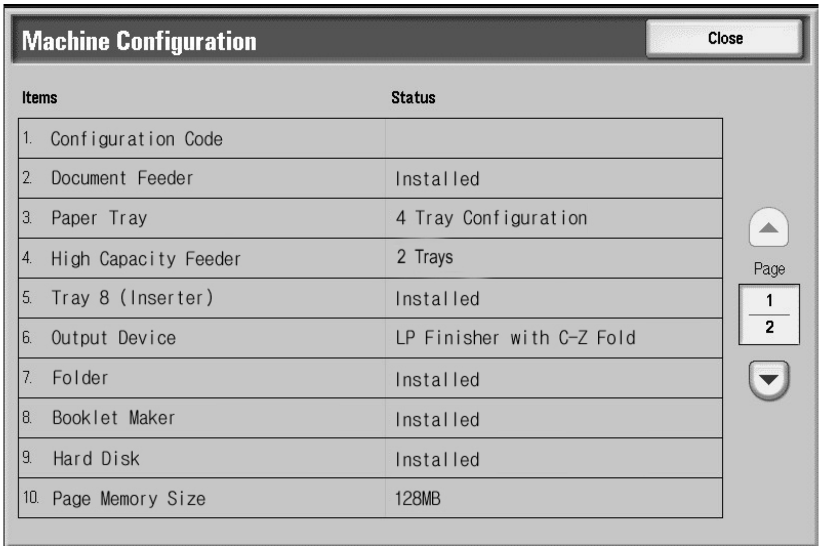
The IP address of your copier/printer

An IP address is a unique address that an electronic device uses to communicate with other devices on a network using the Internet Protocol (IP) standard.

Machine Configuration...

Select the **Machine Configuration** button to view a list of hardware components and options that are available on your machine, and the status of each.

NOTE: *Select ▲ to display the previous screen and ▼ to display the next screen.*

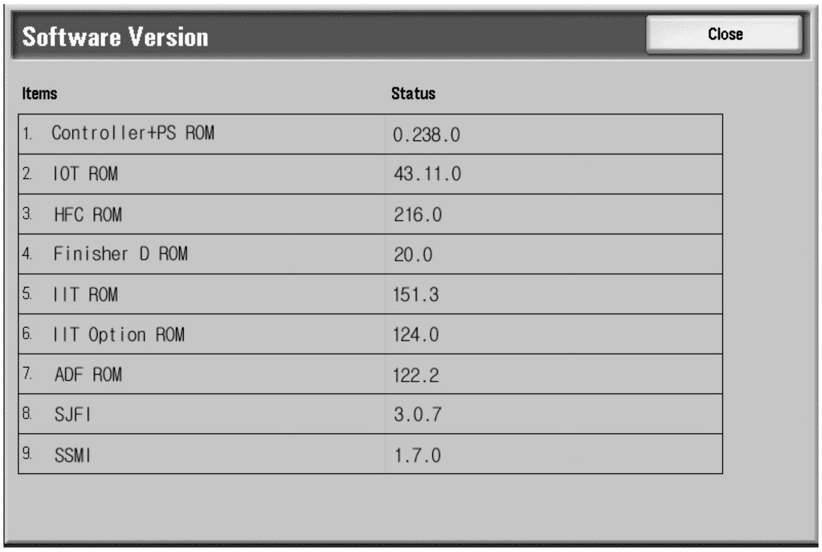


Machine Configuration

Items	Status
1. Configuration Code	
2. Document Feeder	Installed
3. Paper Tray	4 Tray Configuration
4. High Capacity Feeder	2 Trays
5. Tray 8 (Inserter)	Installed
6. Output Device	LP Finisher with C-Z Fold
7. Folder	Installed
8. Booklet Maker	Installed
9. Hard Disk	Installed
10. Page Memory Size	128MB

Software Version...

Select the **Software Version** button to check the software versions for machine components.

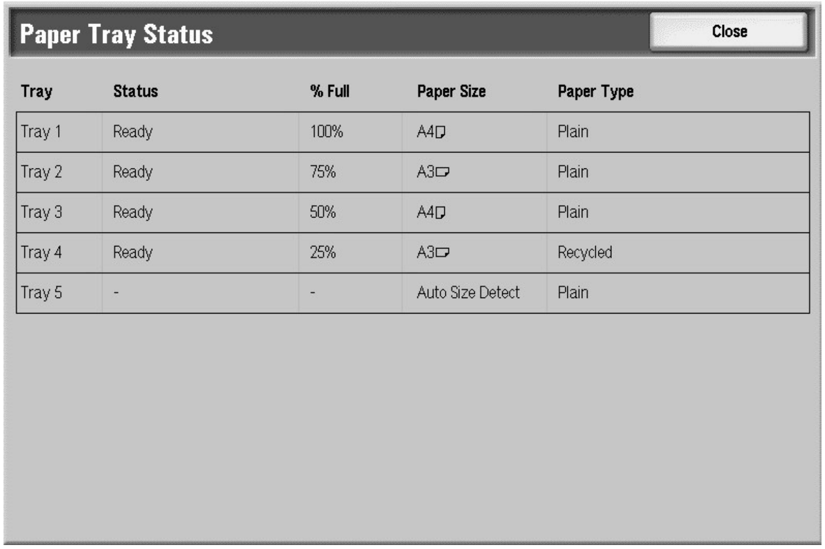


Software Version

Items	Status
1. Controller+PS ROM	0.238.0
2. IOT ROM	43.11.0
3. HFC ROM	216.0
4. Finisher D ROM	20.0
5. IIT ROM	151.3
6. IIT Option ROM	124.0
7. ADF ROM	122.2
8. SJFI	3.0.7
9. SSMI	1.7.0

Paper Tray Status....

Select the **Paper Tray Status** button to view the current status information for each paper tray.



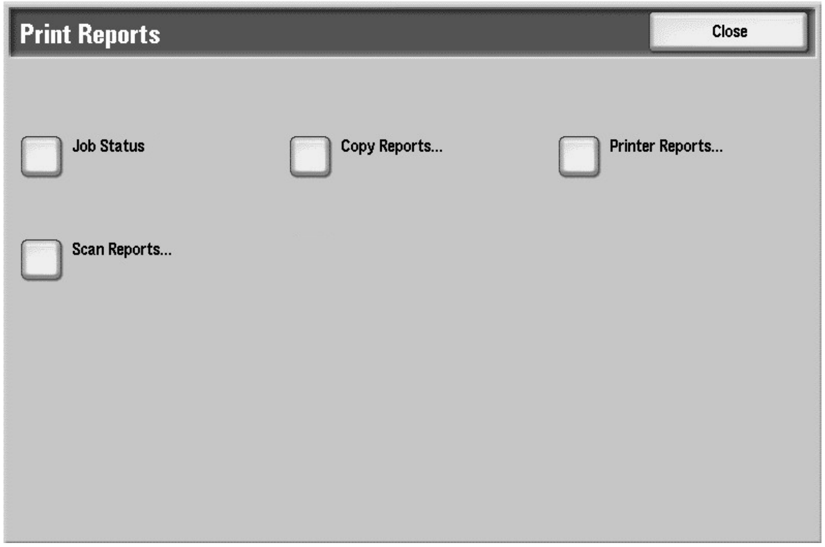
Paper Tray Status
Close

Tray	Status	% Full	Paper Size	Paper Type
Tray 1	Ready	100%	A4▯	Plain
Tray 2	Ready	75%	A3▭	Plain
Tray 3	Ready	50%	A4▯	Plain
Tray 4	Ready	25%	A3▭	Recycled
Tray 5	-	-	Auto Size Detect	Plain

Print Reports...

The **Print Reports** button must be enabled by a System Administrator before reports can be printed. Some features on the Print Reports screen are only available in System Administrator mode.

Select the various buttons to identify the desired report criteria, then press **Start** to print the report.



Print Reports
Close
☐ Job Status
☐ Copy Reports...
☐ Printer Reports...
☐ Scan Reports...

Refer to the following table for information about the various reports.

Table 1-1. Print Reports

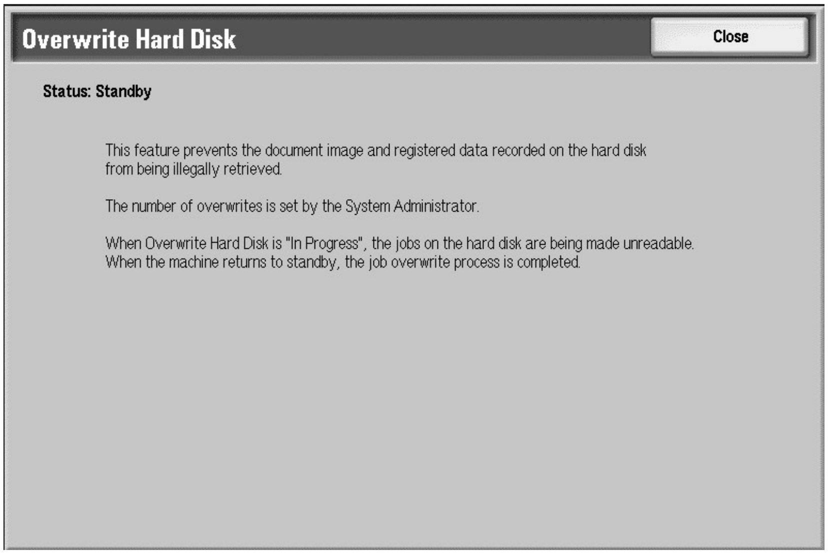
Report Category	Report Name	Description
Job Status	Job History Report	Lists data for the last 200 jobs recorded on the machine. Jobs can be filtered by job type.
	Error History Report	Lists the most recent errors that occurred in the machine.
Copy Reports	Configuration Report	Lists common settings, such as the hardware configuration, network information, and current feature settings.
Printer Reports	Configuration Report	Lists common settings, such as the hardware configuration, network information, and current feature settings.
	PCL Settings List	Lists the PCL emulation mode settings.
	PCL Macro List	Lists the macros registered for use with PCL emulation.
	PDF Settings List	Lists the settings for PDF print mode.
	TIFF/JPEG Settings List	Lists the settings for TIFF/JPEG print mode.
	TIFF/JPEG Logical Printers List	Lists the settings for up to 20 logical printers created in TIFF/JPEG print mode.
	PostScript Logical Printers List	Lists the logical printers created in PostScript mode.
	HP-GL/2 Settings List	Lists the HP-GL/2 emulation mode settings.
	HP-GL/2 Logical Printers List	Lists the HP-GL/2 emulation mode settings stored in memory.
	Font List	Lists all fonts available on the machine.
	PCL Font List	Lists the fonts available in PCL emulation mode.
	PostScript Font List	Lists the PostScript fonts available.
Scan Reports	Reports: Configuration Report	Lists common settings, such as hardware configuration, network information, and feature settings.
	Reports: Scan/Fax Configuration Report	Lists settings specific to the scan features.
	Reports: Domain Filter List	Lists domains registered for domain filtering.
	Job Template List	Lists the job templates that can be used on the machine.
	Address Book	Lists the contents of address books and relay stations for the address selections shown on the right side of the screen.
Mailbox List	Mailbox List	Lists the mailbox settings and the procedure used when storing data in the mailbox.

Table 1-1. Print Reports

Report Category	Report Name	Description
Job Counter Report	Job Counter Report	Lists the job counter reports for each feature.
Auditron Reports	Meter Report (Print Jobs)	Lists the number of pages printed per user and by all users. (Available when Accounting Type feature is set to Accounting Disabled.)
	Auditron Report (Copy Jobs)	Lists Auditron reports for all copy jobs completed by the selected users.
	Auditron Report (Print Jobs)	Lists Auditron reports for all print jobs completed by the selected users.
	Auditron Report (Scan Jobs)	Lists Auditron reports for all scan jobs completed by the selected users.

Overwrite Hard Disk...

This is an optional feature that may not be available on your copier/printer. It overwrites information on the hard disk to ensure the highest level of security. This option must be enabled by the System Administrator.



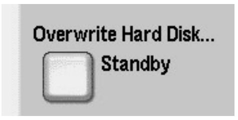
Status: Standby

This feature prevents the document image and registered data recorded on the hard disk from being illegally retrieved.

The number of overwrites is set by the System Administrator.

When Overwrite Hard Disk is "In Progress", the jobs on the hard disk are being made unreadable. When the machine returns to standby, the job overwrite process is completed.

When **Standby** appears next to the button on the Machine Information tab, the overwriting operation has finished.

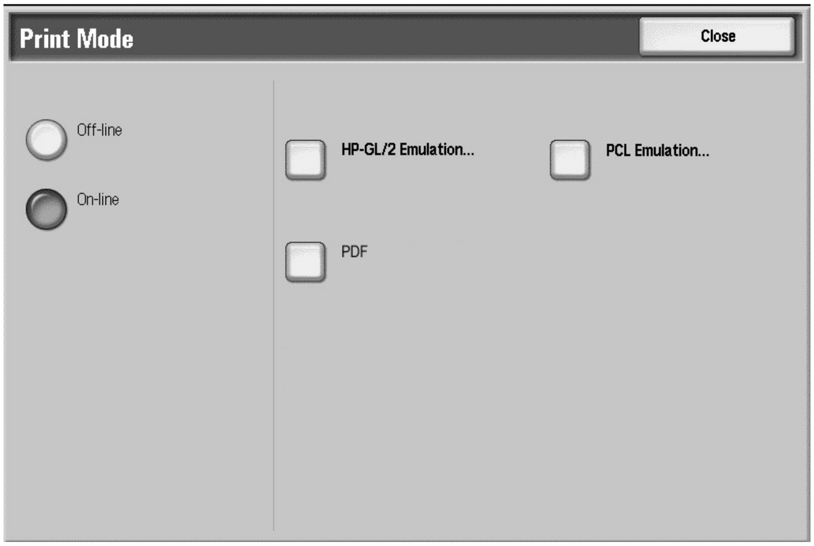


Refer to Chapter 8 in the System Administration Guide for more information.

Print Mode...

This feature allows you to change the default printer mode and emulation parameter settings.

When **On-line** is selected on the Print Mode window, the copier/printer can accept data. When **Off-line** is selected, the copier/printer is taken off-line and cannot accept data.



PCL Emulation

Select the **PCL Emulation** button to set parameter values for printing jobs with PCL emulation.

1. Select **PCL Emulation** on the **Print Mode** screen.
2. Enter the 3 digit item number for the parameter that you want to change. The item numbers are shown in the following table.
3. Select **Change Value**.
4. Enter the required value.
5. Select **Save**.

Table 1-2. PCL Emulation Parameters

Parameter	Item	Value
Paper Tray	201	0: Auto (Default) 1: Tray 1 2: Tray 2 3: Tray 3 4: Tray 4 5: Tray 5 (Bypass) 6: Tray 6 (HCF) 7: Tray 7 (HCF) Select the paper tray. When **Auto** is selected, the machine automatically selects the tray based on the paper size specified on the Paper Supply screen.
Auto Size	202	3: A3 4: A4 (Default) 5: A5 14: B4 15: B5 21: 8.5 x 14” 22: 8.5 x 13” 23: 8.5 x 11” (Default) 24: 11 x 17” 30: 8K Select the default paper size when the machine is set to select paper size automatically (set to **Auto**). The default value is A4 or 8.5 x 11” depending on the region.
Bypass Size	203	3: A3 4: A4 (Default) 5: A5 14: B4 15: B5 21: 8.5 x 14” 22: 8.5 x 13” 23: 8.5 x 11” (Default) 24: 11 x 17” Sets the paper size for the bypass tray. Only available when **Paper Tray** is set to **Tray 5 (Bypass)**. The default value is A4 or 8.5 x 11” depending on the region.
Orientation	205	0: Portrait (Default) 1: Landscape
2 Side Print	206	0: Off (Default) 1: On

Table 1-2. PCL Emulation Parameters

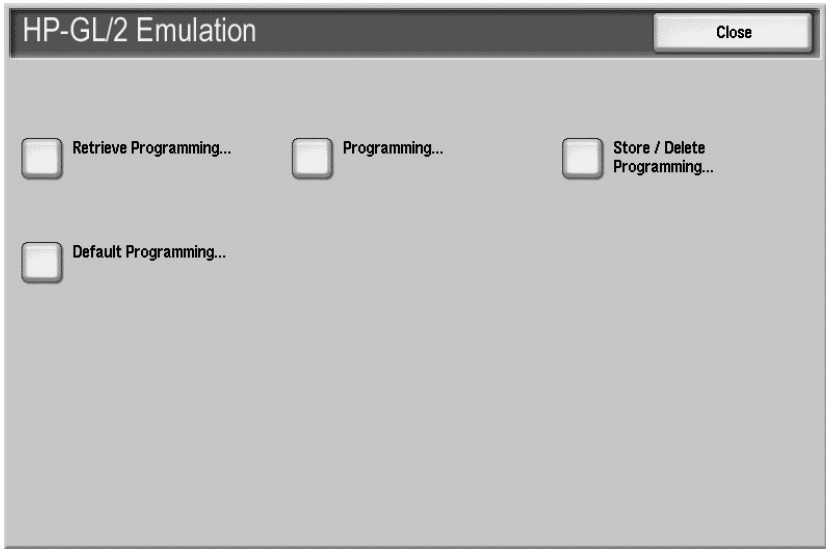
Parameter	Item	Value
Default Font	207	0: CG Times 1: CG Times Italic 2: CG Times Bold 3: CG Times Bold Italic 4: Univers Medium 5: Univers Medium Italic 6: Univers Bold 7: Univers Bold Italic 8: Univers Medium Condensed 9: Univers Medium Condensed Italic 10:Univers Bold condensed 11: Univers Bold Condensed Italic 12: Antique Olive 13: Antique Olive Italic 14: Antique Olive Bold 15: CG Omega 16: CG Omega Italic 17: CG Omega Bold 18: CG Omega Bold Italic 19: Garamond Antiqua 20: Garamond Kursiv 21: Garamond Halbfett 22: Garamond Kursiv Halbfett 23: Courier (Default) 24: Courier Italic 25: Courier Bold 26: Courier Bold Italic 27: Letter Gothic 28: Letter Gothic Italic 29: Letter Gothic Bold 30: Albertus Medium 31: Albertus Extra Bold 32: Clarendon Condensed 33: Coronet 34: Marigold 35: Arial 36: Arial Italic 37: Arial Bold 38: Arial Bold Italic 39: Times New 40: Time New Italic 41: Times New Bold 42: Times New Bold Italic 43: Symbol 44: Wingdings 45: Line Printer 46: Times Roman 47: Times Italic 48: Times Bold 49: Times Bold Italic 50: Helvetica 51: Helvetica Oblique 52: Helvetica Bold 53: Helvetica Bold Oblique 54: CourierPS 55: CourierPS Oblique 56: CourierPS Bold 57: CourierPS Bold Oblique 58: SymbolPS 59: Palatino Roman 60: Palatino Italic 61: Palatino Bold 62: Palatino Bold Italic 63: ITC Bookman Light 64: ITC Bookman Light Italic 65: ITC Bookman Demi 66: ITC Bookman Demi Italic 67: Helvetica Narrow 68: Helvetica Narrow Oblique 69: Helvetica Narrow Bold 70 Helvetica Narrow Bold Oblique 71: New Century Schoolbook Roman 72: New Century Schoolbook Italic 73: New Century Schoolbook Bold 74: New Century Schoolbook Bold Italic 75: ITC Avant Garde Book 76: ITC Avant Garde Book Oblique 77: ITC Avant Garde Demi 78: ITC Avant Garde Demi Oblique 79: ITC Zapf Chancery Medium Italic 80: ITC Zapf Dingbats

Table 1-2. PCL Emulation Parameters

Parameter	Item	Value
Symbol Set	208	0: Roman 8 (Default) 1: ISO 8859-1 Latin 1 2: ISO 8859-2 Latin 2 3: ISO 8859-9 Latin 5 4: ISO 8859-10 Latin 6 5: PC-8 6: PC-8 DN 7: PC-775 8: PC-850 9: PC-852 10: PC-1004 (QS/2) 11: PC Turkish 12: Windows 3.1 Latin 1 13: Windows 3.1 Latin 2 14: Windows 3.1 Latin 5 15: DeskTop 16: PS Text 17: MC Text 18: Microsoft Publishing 19: Math 8 20: PS Math 21: Pi Font 22: Legal 23: ISO 4 United Kingdom 24: ISO 6 ASCII 25: ISO 11 Swedish:names 26: ISO 15 Italian 27: ISO 17 Spanish 28: ISO 21 German 29: ISO 60 Norwegian v1 30: ISO 69 French 31: Windows 3.0 Latin 1 32: Windows Baltic 33: Symbol 34: Wingdings
Font Size	209	400-5000 (Default: 1200): Specify the point size of a font in increments of 25. The value of 100 represents 1 point.
Font Pitch	210	600-2400 (Default: 1000): Specify the pitch size of a font. The value of 100 represents a pitch size of 1.
Form Line	211	5-128 (Default: 64 or 60, depending on region): Specify the number of lines on a page.
No. of Sets	212	1-999 (Default: 1): Specify the number of print sets.
Image Enhance	213	0: Off 1: On (Default) Enable or disable enhanced image mode.
Hex Dump	214	0: Off (Default) 1: On Enable or disable a hex dump.
Draft Mode	215	0: Off (Default) 1: On Enable or disable draft mode.
Binding	217	0: LEF (Default) 1: SEF Specify which edge of the paper is to be bound.
Line Termination	218	0: Off (Default) 1: Add-LF (Appends an LF to CR) 2: Add-CR (Appends a CR to LF and FF) 3: CR-XX (Appends a CR to LF and FF, and LF to CR)

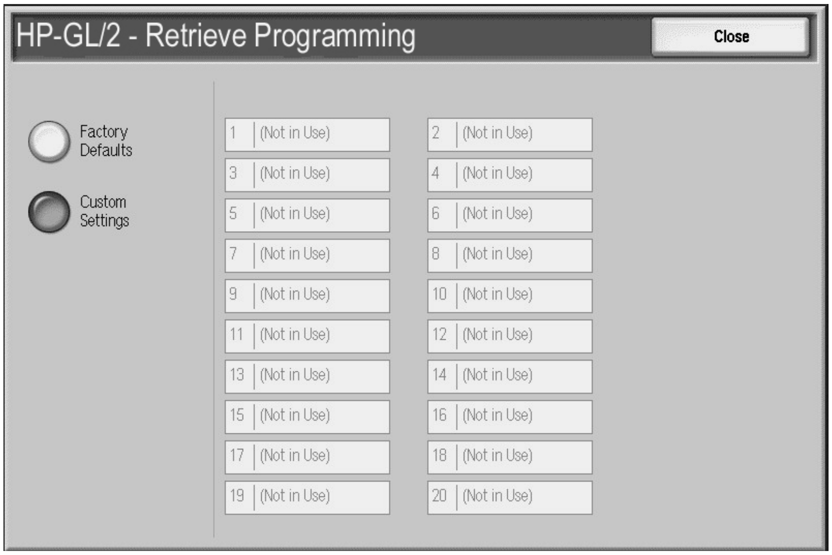
HP-GL/2 Emulation

Select HP-GL/2 Emulation on the Print Mode screen to set parameter values for HP-GL/2 emulation. You can store and retrieve up to 20 emulation settings.


HP-GL/2 Emulation
Close
Retrieve Programming...
Programming...
Store / Delete Programming...
Default Programming...

HP-GL/2 - Retrieve Programming

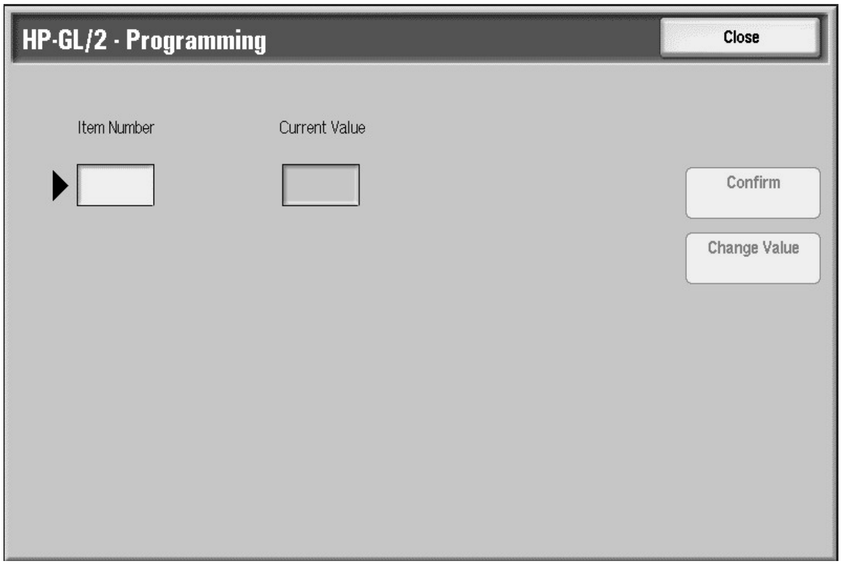
On the Retrieve Programming screen, select **Factory Defaults** to use the default settings, or select **Custom Settings** to use user-programmed emulation mode settings.


HP-GL/2 - Retrieve Programming
Close
Factory Defaults
Custom Settings
1 (Not in Use)
2 (Not in Use)
3 (Not in Use)
4 (Not in Use)
5 (Not in Use)
6 (Not in Use)
7 (Not in Use)
8 (Not in Use)
9 (Not in Use)
10 (Not in Use)
11 (Not in Use)
12 (Not in Use)
13 (Not in Use)
14 (Not in Use)
15 (Not in Use)
16 (Not in Use)
17 (Not in Use)
18 (Not in Use)
19 (Not in Use)
20 (Not in Use)

HP-GL/2 - Programming

The Programming option allows you to set emulation parameter values.

1. Select **Programming** on the Emulation window.


HP-GL/2 - Programming
Close
Item Number
Current Value
Confirm
Change Value

2. Using the numeric keypad, enter the three digit **Item Number** for the feature to be set. The item numbers and their values are shown in the following table.
3. Select **Change Value**.
4. Enter a **New Value**, using the numeric keypad.
5. Select **Save**.
6. Select **Close** to leave this screen.

Table 1-3. HP-GL/2 Emulation Settings

Parameter	Item	Value
Document Size	101	99: Auto (Default) 100: Paper 0: A0 1: A1 2: A2 3: A3 4: A4 5: A5 10: B0 11: B1 12: B2 13: B3 14: B4 15: B5 Set the input PDL logical document size. When Auto is selected, the document size is determined by the Scale Mode (Item 160).
Paper Size	102	99: Auto 101: A Size (Default) 3: A3 4: A4 5: A5 14: B4 15: B5 Set the paper size. When Auto is selected, the document size is determined by the Scale Mode (Item 160).
Paper Tray	103	0: Auto (Default) 1: Tray 1 2: Tray 2 3: Tray 3 4: Tray 4 5: Tray 5 (Bypass) 6: Tray 6 (HCF) 7: Tray 7 (HCF)
Coordinate Rotation	104	0: 0 degrees 1: 90 degrees Set the paper orientation.
Auto Layout	106	0: On (Default) 1: Off Set whether to align the document position and paper automatically.
Active Palette	107	0: Command (Default) 1: Panel Set whether to use the palette specified by a command or the panel.

Table 1-3. HP-GL/2 Emulation Settings

Parameter	Item	Value
No. of Prints	108	1 to 250 (1: Default) Set the number of prints to be made.
Output Tray	109	0: Center Tray (Default) 1: Side Tray 80: Finisher Tray Set the output paper tray.
2 Sided Printing	110	0: None (Default) 1: Head to head 2: Head to toe Set the 2 sided original orientation.
Chinese Characters	111	0: Stroke 1: Mincho 2: Gothic Set the output style for 2-byte characters.
Alpha-numeric Characters	112	0: Stroke 1: Roman 2: Sans-serif Set the output style for 1-byte characters.
Vertical Image Shift	113	0: None (Default) 1-250: -1 to -250 mm 251-500: +1 to +250 mm Set the vertical image shift.
Horizontal Image Shift	114	0: None (Default) 1-250: -1 to -250 mm 251-500:” +1 to +250 Set the horizontal image shift.
Print Quantity Setup	115	0: Protocol (Default) 1: Panel 2: Command Set the method for specifying the print quantity.
HP-GL Mode	150	0: HP-GL (Default) 1: HP-GL/2 Set the page description language (PDL).

Table 1-3. HP-GL/2 Emulation Settings

Parameter	Item	Value
Hard Clip	151	0: Standard 2: Paper (Default) Set the hard clip area. The [Standard] hard clip area for A4, Letter, and Ledger is the same as for Hewlett Packard HP7550A. For other sizes, the hard clip area is the machine printable area. The [Paper] hard clip area is the same size as the paper.
Eject Command SP	152	0: Off (Default) 1: On Set whether the command is processed as an eject command.
Eject Command SPO	153	0: Off 1: On (Default) Set whether the command is processed as an eject command.
Eject Command NR	154	0: Off (Default) 1: On Set whether the command is processed as an eject command.
Eject Command FR	155	0: Off (Default) 1: On Set whether the command is processed as an eject command.
Eject Command PG	156	0: Off (Default) 1: On Set whether the command is processed as an eject command.
Eject Command AF	157	0: Off (Default) 1: On Set whether the command is processed as an eject command.
Eject Command AH	158	0: Off (Default) 1: On Set whether the command is processed as an eject command.
Scale	159	0: Off 1: On (Default) Set whether scaling is performed to enlarge or reduce the document size to fit the paper size.

Table 1-3. HP-GL/2 Emulation Settings

Parameter	Item	Value
Scale Mode	160	0: Paper Size (Default) 1: Active coordinate area Set how the document size is specified when [Document Size] (101) is set to [Auto] (99). [Paper Size] Set the document size to the minimum size that combines the active coordinate area from the active coordinate determining method and the active coordinate obtained by the settings of Origin Position and Paper Margin. [Active Coordinate Area] Set the document size to the area from which the paper margin is subtracted from the active coordinate area obtained by the active coordinate determining method.
Active Area Determining Command	161	0: Auto (Default) 1: PS 2: IW 3: IP 4: Adapted Set the method for obtaining the active coordinate area. [Auto] sets the method for obtaining the active coordinate area. [PS]: The rectangular area is defined by the area specified by the first [PS] command. [IW]: The rectangular area is defined by the area specified by the last [IW] command. [IP]: The rectangular area is defined by the area that encompasses all [IP] commands. [Adapted]: The rectangular area is defined by an area calculated from the maximum/minimum coordinates of the area and the coordinates plotted by the drawing commands, and the maximum size of characters and the line widths present on the page.
Paper Margin	162	0-99: 0 to 99 mm (0: Default) Set the paper margins.
Image Enhance	163	0: Off 1: On (Default) Set whether to artificially enhance the resolution and smooth edges.

Table 1-3. HP-GL/2 Emulation Settings

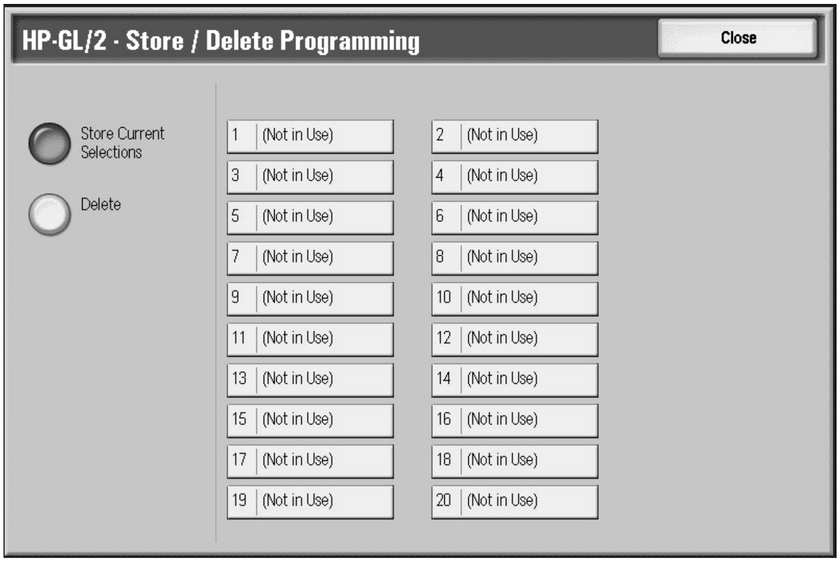
Parameter	Item	Value
Staple	164	0: None (Default) 1: Top left 2: Top double 3: Top right 4: Left double 5: Right double 6: Bottom left 7: Bottom double 8: Bottom right 9: Center Set the stapling position.
Manual Feed Tray Check Indicator	165	0: None 1: Yes (Default) Set the manual feed tray indicator.
Pen Width (No. 0-15)	800-815	0-255: 0 to 25.5 mm (3: Default) Set the width of the pen in 0.1 mm units.
Line End Shape (No. 0-15)	850-865	0: Cut (Default) 1: Round 2: Rectangular Set the line end shape.
Line Intersects (No. 0-15)	900-915	0: None (Default) 1: Intersect 2: Round 3: Cut Set the line intersect shape.
Pen Color (No. 0 - 15)	950-965	0-100: Black and white Set the color density.

HP-GL/2 - Store/Delete Programming

You can save up to 5 print modes for the HP-GL/2 emulation.

To store the current selections:

1. Select **Store/Delete Programming**.


HP-GL/2 - Store / Delete Programming
Close
Store Current Selections
Delete
1 (Not in Use)
2 (Not in Use)
3 (Not in Use)
4 (Not in Use)
5 (Not in Use)
6 (Not in Use)
7 (Not in Use)
8 (Not in Use)
9 (Not in Use)
10 (Not in Use)
11 (Not in Use)
12 (Not in Use)
13 (Not in Use)
14 (Not in Use)
15 (Not in Use)
16 (Not in Use)
17 (Not in Use)
18 (Not in Use)
19 (Not in Use)
20 (Not in Use)

2. Select **Store Current Selections**.
3. Select the memory number in which you want to store the current selections.
4. Select **Close**.

KEY POINT: If you select a number in which information is already stored, the information is overwritten and cannot be restored.

To delete current programming:

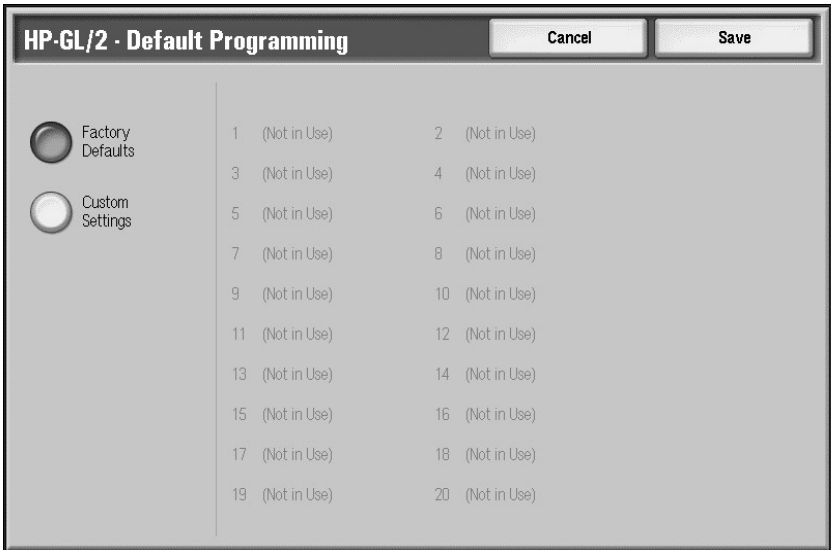
1. Select **Store/Delete Programming**.
2. Select **Delete**.
3. Select the memory number for the information you want to delete.
4. Select **Close**.

KEY POINT: Deleted data cannot be restored.

HP-GL/2 - Default Programming

The default settings for your copier/printer can be either the factory default settings or you can specify custom default settings.

1. Select **Default Programming**.



1 (Not in Use)
2 (Not in Use)
3 (Not in Use)
4 (Not in Use)
5 (Not in Use)
6 (Not in Use)
7 (Not in Use)
8 (Not in Use)
9 (Not in Use)
10 (Not in Use)
11 (Not in Use)
12 (Not in Use)
13 (Not in Use)
14 (Not in Use)
15 (Not in Use)
16 (Not in Use)
17 (Not in Use)
18 (Not in Use)
19 (Not in Use)
20 (Not in Use)

2. Select **Factory Defaults** to use the factory default settings or select **Custom Settings**.
3. If you select **Custom Settings**, select a memory number to specify which saved settings should be used.
4. Select **Save**.

PDF

The PDF option allows you to set a password and parameter values for PDF direct printing. This feature is only available with the PostScript driver.

Password

1. Select **Password** to access the **Keyboard** screen.
2. Enter the password (up to 32 characters) and select **Save**.

Programming

1. Select **PDF** on the **Print Mode** screen.
2. Select **Programming**.
3. Enter the 3-digit item number in the **Item Number** field. Refer to the following table for parameters, item numbers, and values.

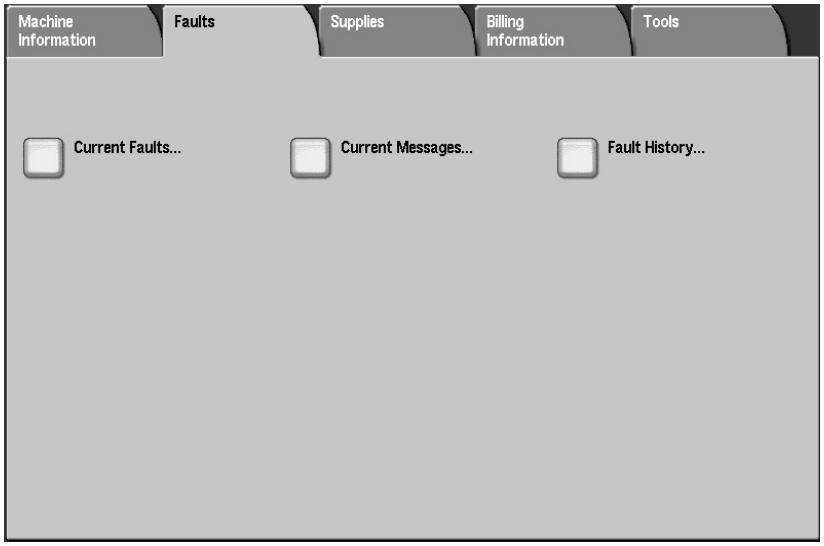
4. Select **Change Value**.
5. Enter the required value in the **New Value** field.
6. Select **Save**.

Table 1-4. PDF Direct Printing Parameters

Parameter	Item	Value
Print Sets	401	1-999 (Default: 1) Specify the number of print sets.
2 Side Print	402	0: Off (Default) 1: LEF Binding 2: SEF Binding Specify which edge of the paper is to be bound for double-sided printing; Long Edge Feed or Short Edge Feed.
Print Mode	403	0: Standard (Default) 1: Fast 2: High Quality
Sort	404	0: Off (Default) 1: On Enable or disable sorting.
Layout	405	0: Auto Reduce/Enlarge (Default) 1: Booklet 2: Two-up 3: Four-up 4: 100% (actual size) [Auto Reduce/Enlarge] prints with magnification to fit the paper size selection. [Booklet] specifies duplex printing. [Two-up] and [Four-up] print two and four pages on a single sheet of paper.
Paper Size	406	0: Auto 1: A4 or Letter (Default)

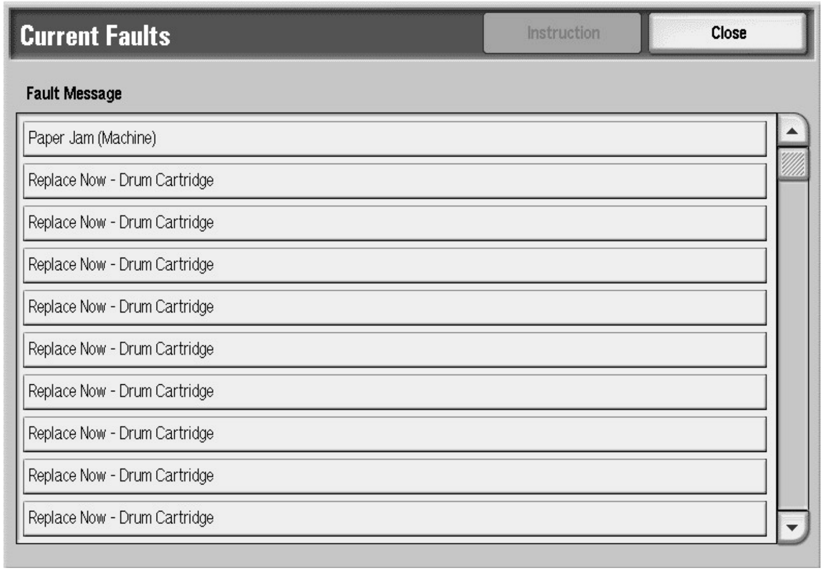
The Faults tab

The Faults tab provides access to fault information and messages.


Machine Information
Faults
Supplies
Billing Information
Tools
Current Faults...
Current Messages...
Fault History...

Current Faults

Select the **Current Faults** button to view a list of machine faults that are currently affecting the copier/printer.


Current Faults
Instruction
Close

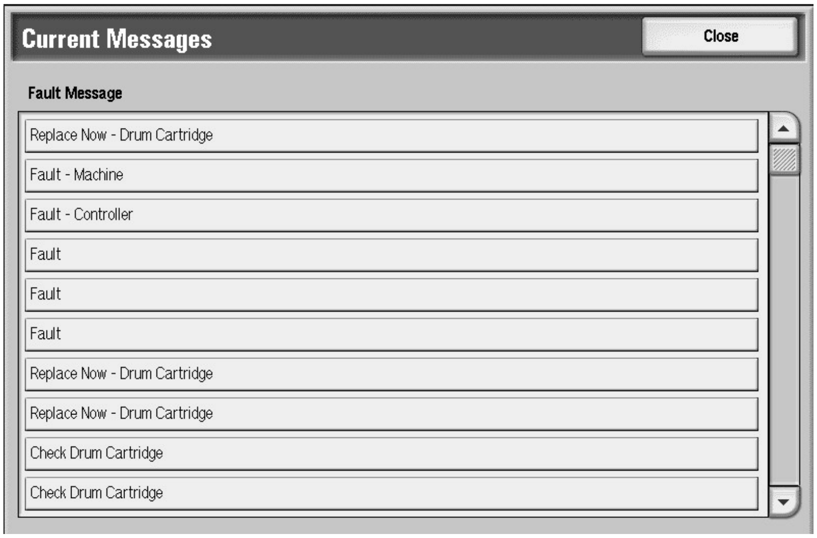
Fault Message

Paper Jam (Machine)
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge

1. Select **Current Faults** on the **Faults** screen.
2. Select a fault message from the list.
3. Select **Instructions**.
4. Follow the instructions to fix the error.

Current Messages

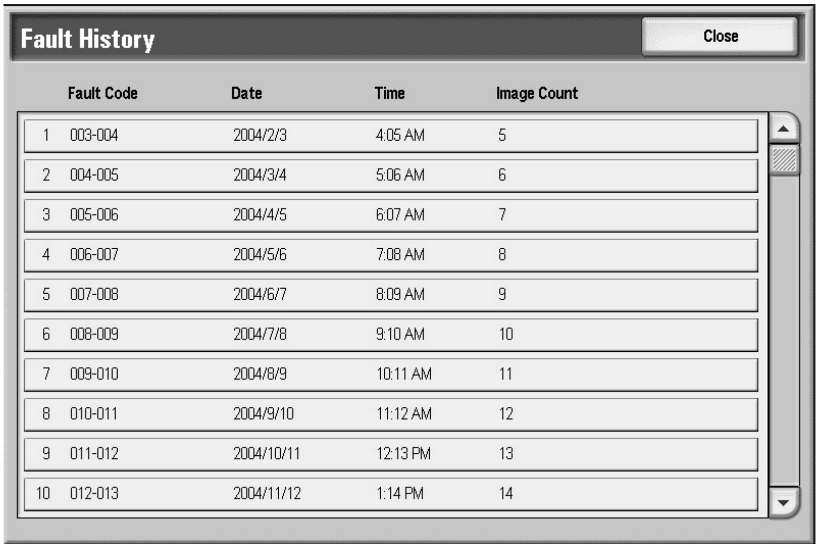
Select the **Current Messages** button on the **Faults** tab to view a list of machine messages. These messages indicate actions that need to be taken to continue or resume the proper operation of the copier/printer. For example, messages in the following graphic indicate that the drum cartridge needs to be replaced.



Fault Message
Replace Now - Drum Cartridge
Fault - Machine
Fault - Controller
Fault
Fault
Fault
Replace Now - Drum Cartridge
Replace Now - Drum Cartridge
Check Drum Cartridge
Check Drum Cartridge

Fault History

Select the **Fault History** button on the **Faults** tab to display a list of fault codes. This information is used to diagnose and solve machine problems.



	Fault Code	Date	Time	Image Count
1	003-004	2004/2/3	4:05 AM	5
2	004-005	2004/3/4	5:06 AM	6
3	005-006	2004/4/5	6:07 AM	7
4	006-007	2004/5/6	7:08 AM	8
5	007-008	2004/6/7	8:09 AM	9
6	008-009	2004/7/8	9:10 AM	10
7	009-010	2004/8/9	10:11 AM	11
8	010-011	2004/9/10	11:12 AM	12
9	011-012	2004/10/11	12:13 PM	13
10	012-013	2004/11/12	1:14 PM	14

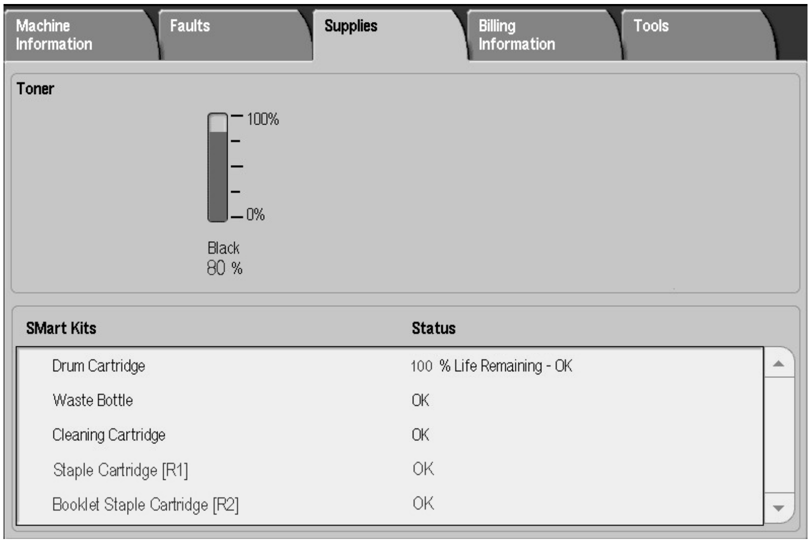
Refer to chapter 12, Problem Solving, for more information.

The Supplies tab

The **Supplies** tab provides status information about the supplies (consumables) that are used in the copier/printer.

The remaining toner is displayed on a gauge and as the percent full from 100% to 0%.

The status of other consumables is shown as **OK**, **Replace Soon**, or **Replace Now**.



Toner

Black
80 %

SMart Kits	Status
Drum Cartridge	100 % Life Remaining - OK
Waste Bottle	OK
Cleaning Cartridge	OK
Staple Cartridge [R1]	OK
Booklet Staple Cartridge [R2]	OK

Refer to chapter 11, Maintenance, for information about replacing consumables.

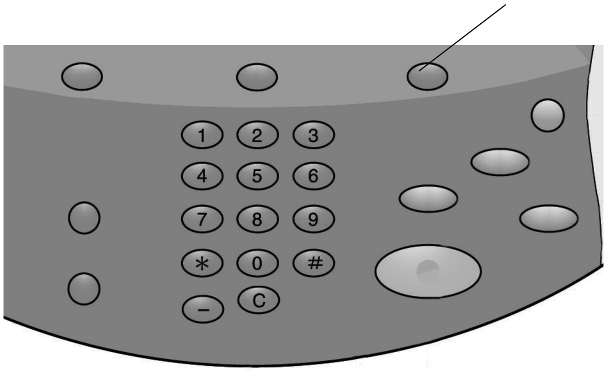
KEY POINT: If a partially used toner cartridge is placed in the copier/printer, the status shown on the Supplies tab may not match the actual amount of toner remaining in the cartridge. The use of new cartridges is recommended.

The Billing Information tab

__NOTE:__ The screens shown in this document may or may not reflect your machine's User Interface (UI). The screens may vary depending on your machine's configuration and marketplace. The screens shown here are a representation only.

Accessing Billing Information

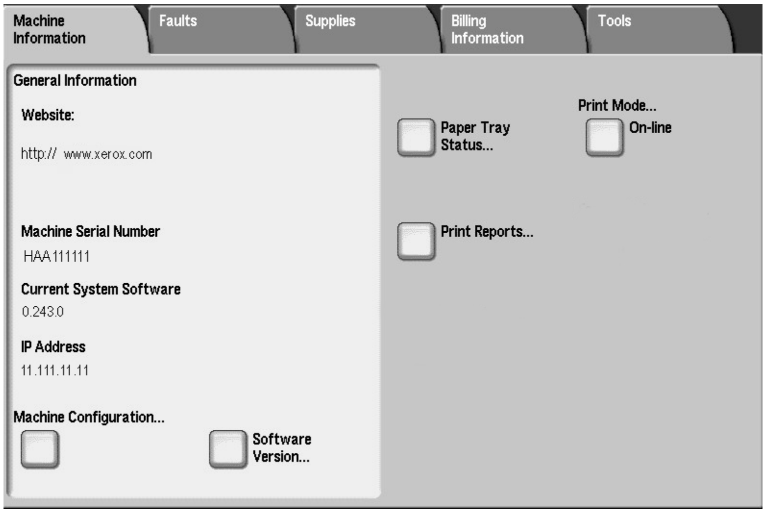
1. On the machine's User Interface (UI), press the Machine Status button.



Machine Status button

1
2
3
4
5
6
7
8
9
*
0
#
–
C

2. The UI displays the following screen:



Machine Information
Faults
Supplies
Billing Information
Tools
General Information
Paper Tray Status...
Print Mode...
On-line
Print Reports...
Machine Configuration...
Software Version...

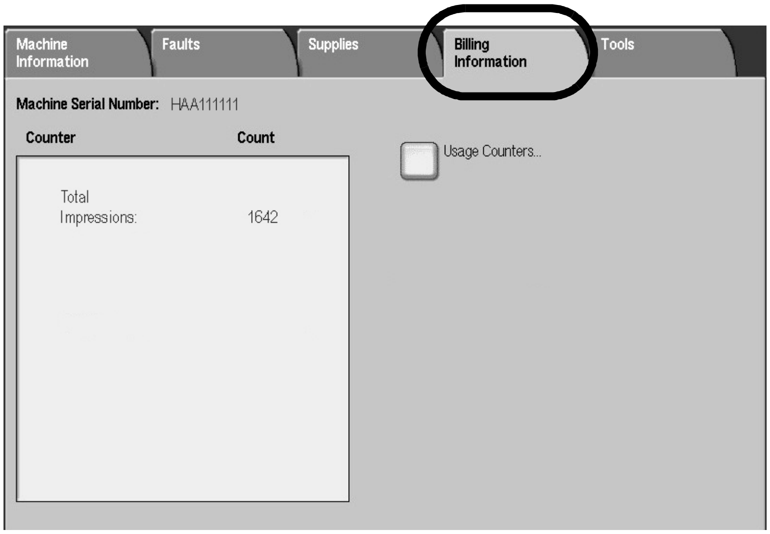
Website:
http:// www.xerox.com

Machine Serial Number
HAA111111

Current System Software
0.243.0

IP Address
11.111.11.11

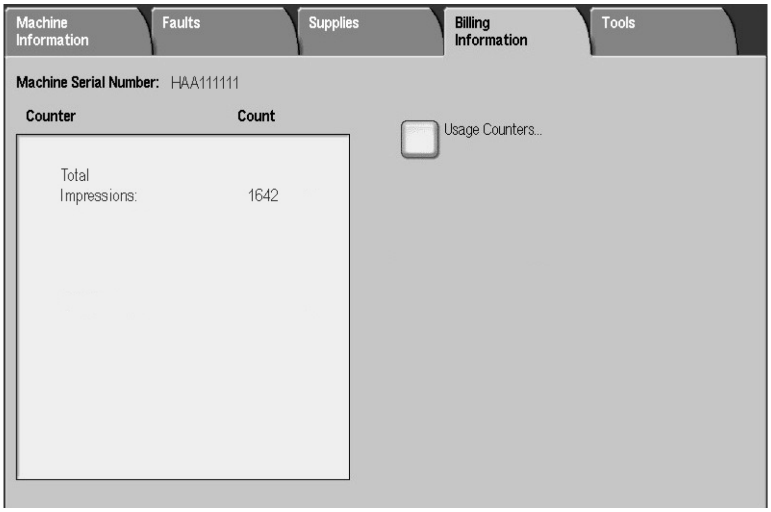
3. Select the Billing Information tab.


Machine Information
Faults
Supplies
Billing Information
Tools
Usage Counters...

Machine Serial Number: HAA111111

Counter	Count
Total Impressions:	1642

Billing Information


Machine Information
Faults
Supplies
Billing Information
Tools
Usage Counters...

Machine Serial Number: HAA111111

Counter	Count
Total Impressions:	1642

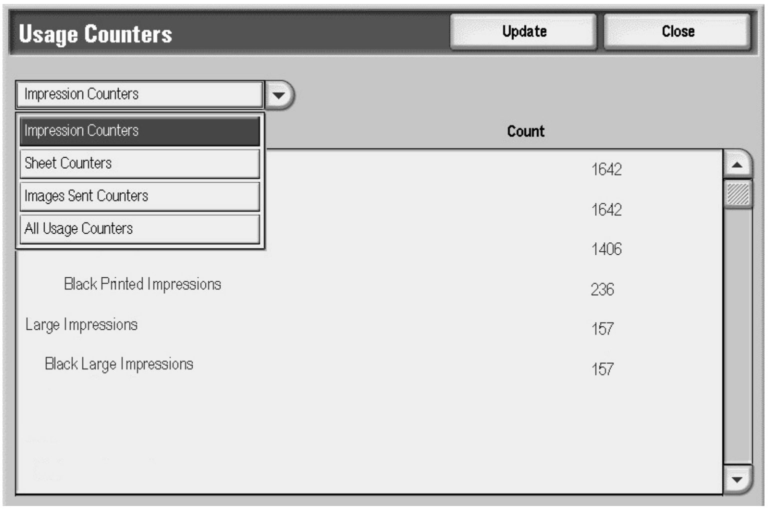
The Billing Information feature displays the total number of prints/copies made by the machine and also allows you to view specific billing meter information.

The main Billing Information screen displays:

- the Machine Serial Number
- Total Impressions: this is the total number of prints/copies made on the machine.

Usage Counters

Select the **Usage Counters** button to view individual counters and their current count status.


Usage Counters
Update
Close
Impression Counters
Impression Counters
Sheet Counters
Images Sent Counters
All Usage Counters

	Count
	1642
	1642
	1406
Black Printed Impressions	236
Large Impressions	157
Black Large Impressions	157

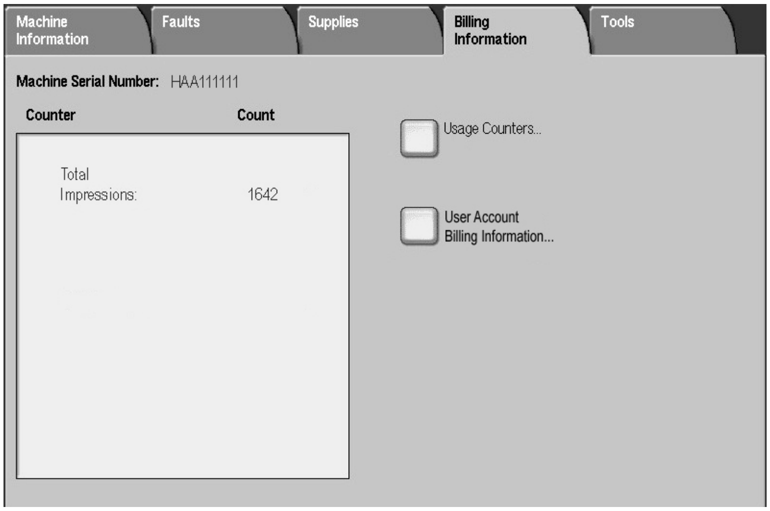
From the drop-down list you can select the desired counter to view; select from:

- **Impression Counters:** This view provides total impression amount information. “Impression” is the image on **one side** of **one sheet** of media. This counter shows the total impression amount for copied and printed impressions and large impressions.
- **Sheet Counters:** This view provides information on the total number of sheets the machine feeds to the output area. Each sheet counts as one click on the counter (regardless of whether it is a one-sided or two-sided copy/print job).
- **Image Sent Counters:** This view provides information on the total amounts for fax images, internet fax images, email images, and network scanned images.
- **All Usage Counters:** This view provides a complete total of all the counters, including the totals from the Impression Counters, Sheet Counters, and Image Sent Counters.

User Account Billing Information

NOTE: *This feature is available **__only__** if the **Accounting** feature is enabled. For more information on the Accounting feature, refer to both your User Guide and System Administration Guide.*

When the **Accounting** feature is enabled, the **User Account Billing Information** button is displayed on the **Billing Information** screen:

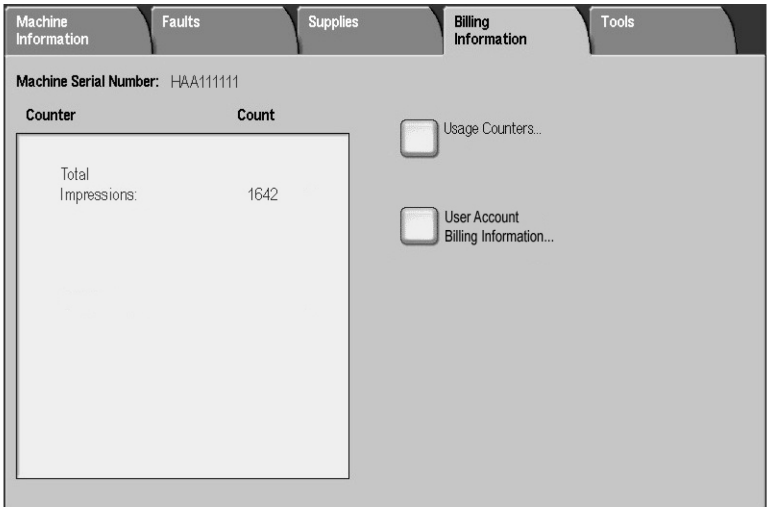

Machine Information
Faults
Supplies
Billing Information
Tools
Counter
Count
Usage Counters...
User Account Billing Information...

Machine Serial Number: HAA111111

Total Impressions: 1642

This feature displays the billing information of the currently logged-in user.

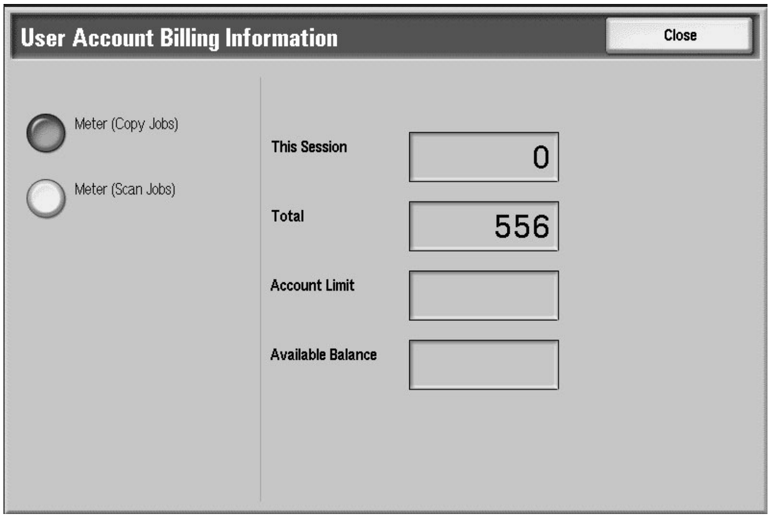
1. Select the **User Account Billing Information** button.


Machine Information
Faults
Supplies
Billing Information
Tools
Counter
Count
Usage Counters...
User Account Billing Information...

Machine Serial Number: HAA111111

Total Impressions: 1642

2. The **User Account Billing Information** screen is displayed


User Account Billing Information
Close

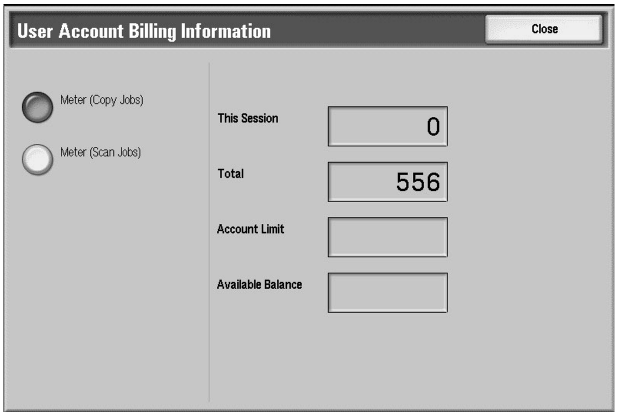
● Meter (Copy Jobs)
○ Meter (Scan Jobs)

This Session: 0
Total: 556
Account Limit:
Available Balance:

The billing information of the currently logged-in user is displayed, for:

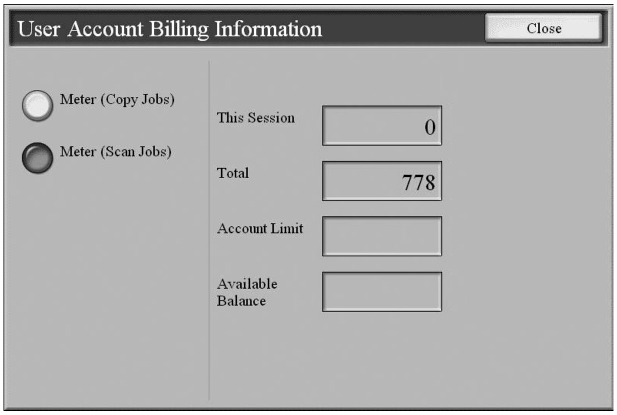
- Copy Jobs
- Scan Jobs

3. Select either **Meter (Copy Jobs)** or **Meter (Scan Jobs)**:


User Account Billing Information
Close

● Meter (Copy Jobs)
○ Meter (Scan Jobs)

This Session: 0
Total: 556
Account Limit:
Available Balance:


User Account Billing Information
Close

○ Meter (Copy Jobs)
● Meter (Scan Jobs)

This Session: 0
Total: 778
Account Limit:
Available Balance:

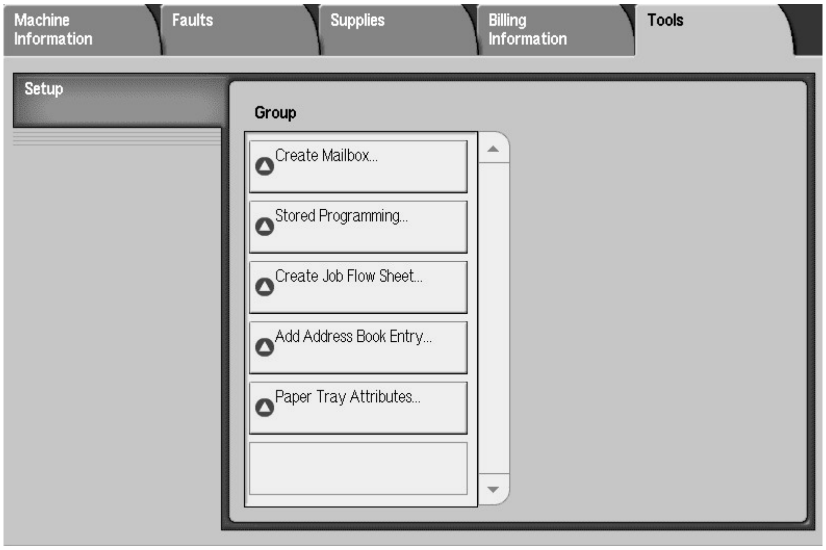
These screens display the following information:

- Usage amount for this session
- Total usage
- Account Limit (set by the System Administrator)
- Available Balance (remaining unused amount for the account)

NOTE: *Remember: The information displayed on these screens reflects the currently logged-in user's account* ***only****.*

The Tools tab

Regular users have limited access to Setup features on the **Tools** tab. The System Administrator login enables additional tools, which are described in chapter 8 of the **System Administration Guide**.


Machine Information
Faults
Supplies
Billing Information
Tools
Setup
Group
Create Mailbox...
Stored Programming...
Create Job Flow Sheet...
Add Address Book Entry...
Paper Tray Attributes...

Create Mailbox

A Mailbox is a storage area where you can store copied and scanned documents. Users can create mailboxes that all users can access and mailboxes with Mailbox Passcodes for personal use.

Refer to chapter 4, Computer operations, for information about creating and managing mailboxes.

Stored Programming

To enhance productivity, a series of programming steps can be saved with the Stored Programming feature.

Refer to chapter 7, Stored Programming, for more information.

Create New Job Flow Sheet

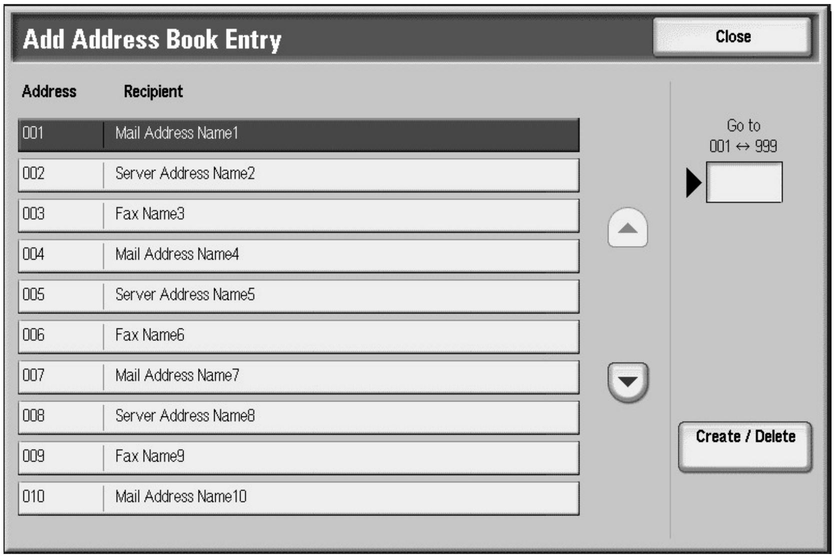
A Job Flow Sheet contains saved job settings. When a Job Flow Sheet is assigned to a mailbox, the job settings are applied to the jobs that are in the mailbox.

Refer to chapter 6, Job Flow, for more information.

Add Address Book Entry

To add an entry to your electronic address book:

1. Select **Add Address Book Entry** on the **Tools** tab.

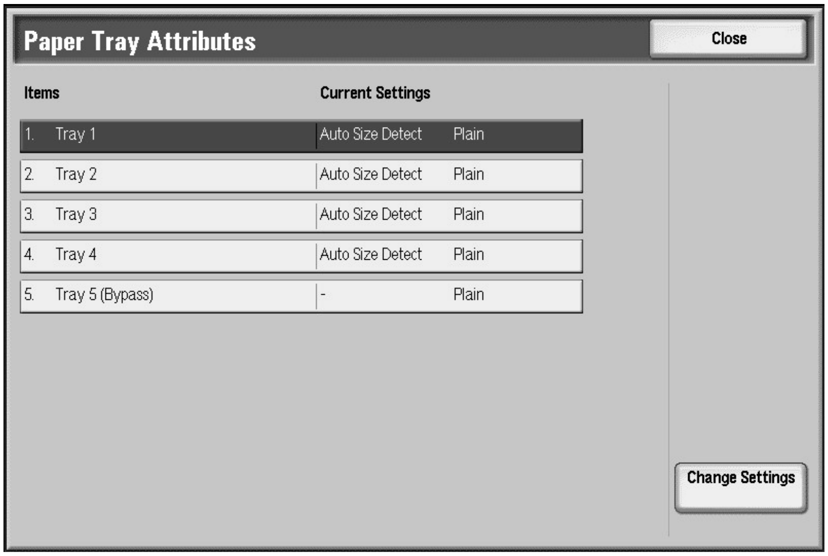


Address	Recipient
001	Mail Address Name1
002	Server Address Name2
003	Fax Name3
004	Mail Address Name4
005	Server Address Name5
006	Fax Name6
007	Mail Address Name7
008	Server Address Name8
009	Fax Name9
010	Mail Address Name10

2. Select an available Address number (row). If necessary, use the arrow buttons to scroll to an available address.
3. Select **Create/Delete** to display a list of items.
4. Change the current settings, as desired. Select an item, select **Change Settings**, and select the desired setting.

Paper Tray Attributes

The **Paper Tray Attributes** option will appear on the **Tools** tab if the System Administrator has made it available to users.



Items	Current Settings	
1. Tray 1	Auto Size Detect	Plain
2. Tray 2	Auto Size Detect	Plain
3. Tray 3	Auto Size Detect	Plain
4. Tray 4	Auto Size Detect	Plain
5. Tray 5 (Bypass)	-	Plain

To change the attributes of a paper tray:

1. Select **Paper Tray Attributes** on the **Tools** tab.
2. Select a tray.
3. Select **Change Settings**.
4. Select **Confirm** if the settings are OK, or select **Change Settings**.
5. Select new settings, if needed.
6. Select **Save**.

11. Maintenance

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Replacing Consumables

Consumables are any parts or supplies that need replacing periodically in order for the printer system to perform all of its functions properly.

KEY POINT: Use only consumables recommended by Xerox for your printer system. The use of consumables not recommended by Xerox may impair image quality and printer system performance.

Type of Consumable/ Periodical Replacement Part	Product Code	Quantity/Box
Toner Cartridge	6R1237	1 item/1 box
Waste Toner Container	8R13036	1 unit/1 box
Staple Cartridge (R1) for Standard Finisher		
Staple Cartridge includes Staple Waste Container (R5)	8R13041	1 unit/1 box
Booklet Staples		
Booklet Staple Refill	8R12925	5,000 x 4 sets

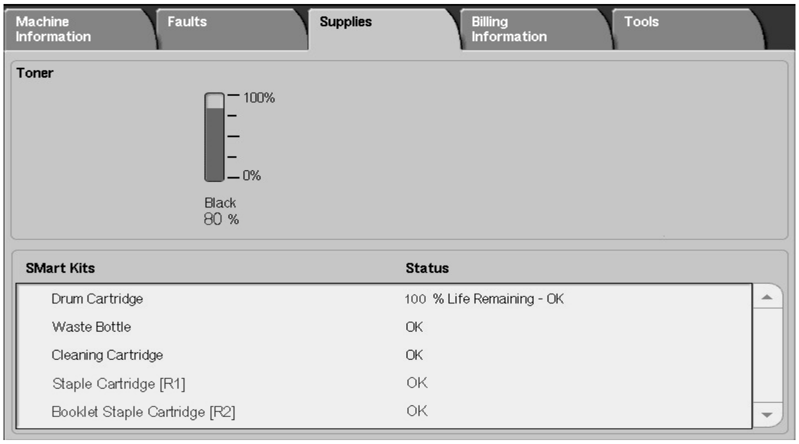
NOTE 1: *It is recommended that you keep a spare toner cartridge on hand.*

NOTE 2: *The Standard Finisher is easily identified by its staple waste container.*

Checking the Status of Consumables

Check the status of consumables using the **Supplies** tab.

- The status of consumables is indicated by "Ready," "Order New," "Replace Now," or other indications.
- An indication from 0 to 100% displays the remaining amount of toner.



Black
80 %

SMart Kits	Status
Drum Cartridge	100 % Life Remaining - OK
Waste Bottle	OK
Cleaning Cartridge	OK
Staple Cartridge [R1]	OK
Booklet Staple Cartridge [R2]	OK

NOTE: *For information about confirming the status of consumables, refer to* The Supplies tab” on page 10-23*.*

Handling Consumables

- Before using consumables, carefully read the instructions and precautions on the packaging.
- Do not unpack consumables until they are ready to be used.

Storing Consumables

- Do not store boxes containing consumables upright.

Avoid storing consumables in a:

- Hot and humid location
- Location close to an open flame
- Location exposed to direct sunlight
- Dusty location

Ordering Consumables

- Check the product code of the consumables and contact the Customer Support Center to place your orders.
- Keeping spare consumables on hand is recommended.

Replacing Toner Cartridges

Toner Cartridge Replacement Guidelines

Be aware of the following warnings and guidelines when handling and replacing Toner cartridges:

WARNING: Never throw a Toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

CAUTION: Do not use warm water or cleaning solvents to remove Toner (Dry Ink) from your skin or clothing. This will set the Toner and make it difficult to remove. To remove any Toner that gets on your skin or clothing; use a brush, blow air on it, or wash it off with cold water and mild soap.

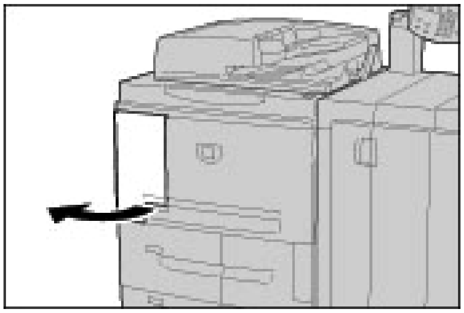
CAUTION: Do not attempt to use a standard shop vacuum or home vacuum to clean Toner spills in or near the machine. Shop and home vacuums are not equipped with correct filtration and will contaminate your environment.

KEY POINT: It is recommended that you place paper on the floor to collect any residual dry ink that may spill.

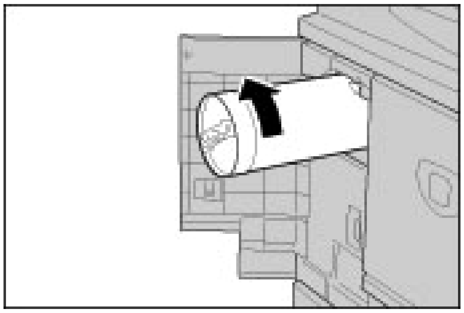
Toner Cartridge Replacement Procedure

A message displays on the Touch Screen when it is time to replace the Toner cartridge. If you continue copying or printing without replacing the Toner cartridge, the machine stops after copying or printing approximately 5,000 sheets.

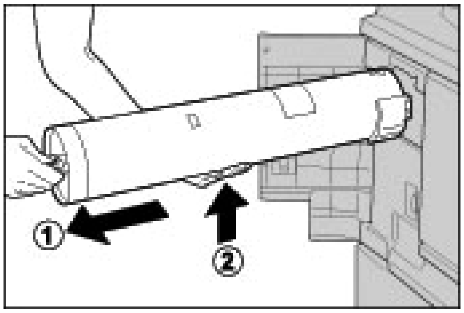
1. Open the left cover of the machine.



2. Rotate the toner cartridge to the left until it aligns with the unlock indicator.



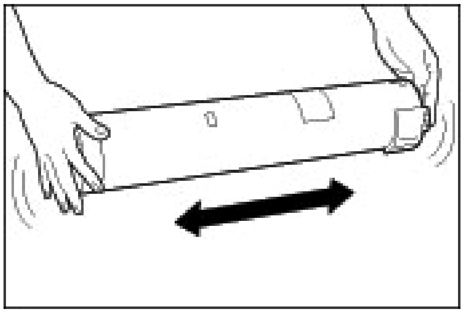
3. Pull out the toner cartridge slowly and then lift to remove it.



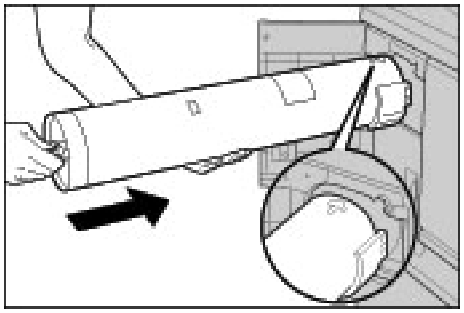
WARNING: Never throw a toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

KEY POINT: Dispose of the empty Toner Cartridge in accordance with your local regulations.

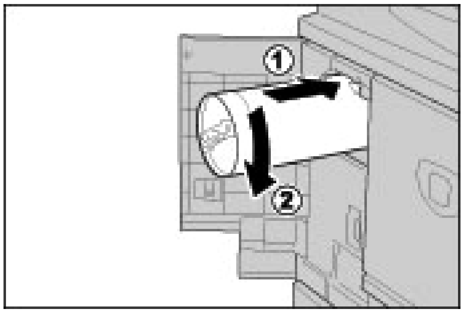
4. Remove the new cartridge from the box. **Before** removing it from the bag, gently shake the toner cartridge a couple times to the left and right to mix any dry ink that may have settled.



5. Hold the toner cartridge with the arrow **(↑)** mark facing up.



6. Push the cartridge slowly into the machine, then rotate the cartridge to the right until it aligns with the lock indicator.



7. Close the left cover of the machine.

NOTE: *The number of pages stated in the messages dialog refers to using 8.5 x 11 in./A4 paper and is only an estimate which can vary depending on conditions such as the content, paper size, paper type, and the computer environment.*

Replacing the Waste Toner Container

Waste Toner Container Replacement Guidelines

Be aware of the following warnings and guidelines when handling and replacing Waste Toner Containers:

WARNING: Never throw a toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

CAUTION: Do not use warm water or cleaning solvents to remove Toner (Dry Ink) from your skin or clothing. This will set the Toner and make it difficult to remove. To remove any Toner that gets on your skin or clothing; use a brush, blow air on it, or wash it off with cold water and mild soap.

CAUTION: Do not attempt to use a standard shop vacuum or home vacuum to clean Toner spills in or near the machine. Shop and home vacuums are not equipped with correct filtration and will contaminate your environment.

KEY POINT: It is recommended that you place paper on the floor to collect any residual dry ink that may spill.

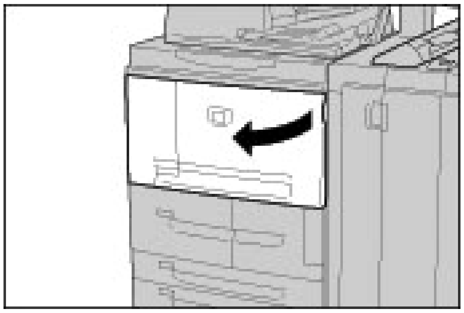
KEY POINT: Use only toner cartridges recommended by Xerox for your machine to ensure quality and performance.

- Dispose of the empty Waste Toner Cartridge in accordance with your local regulations.
- Replace Waste Toner Cartridges while the machine is powered ON.

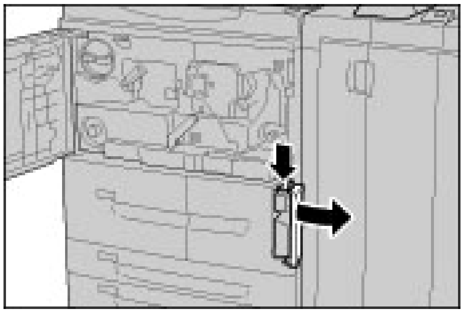
Waste Toner Container Removal Procedure

A message displays on the Touch Screen when the Waste Toner Container is full. If you continue copying or printing without replacing the Waste Toner Container, the machine stops after copying or printing approximately 18,000 sheets.

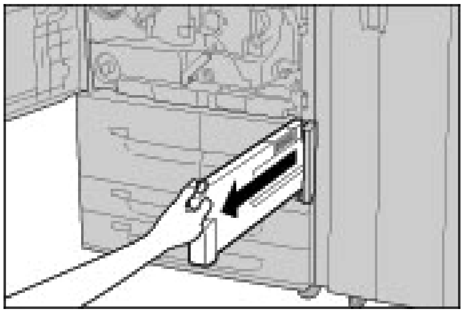
1. Make sure that the machine has stopped copying/printing, then open the Front Cover on the machine.



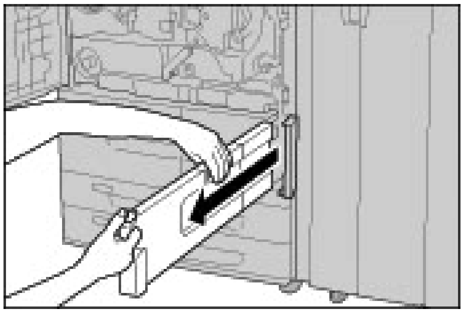
2. Open the Waste Toner Container cover and push the lever down.



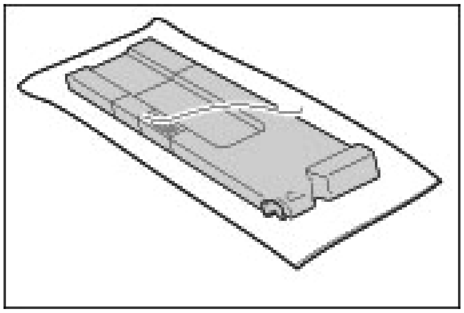
3. Grasp the handle of the Waste Toner Container with one hand, and pull it out of the machine about half way.



4. With the other hand, grasp the top, middle part of the bottle, and then using both hands, pull the entire container out of the machine.



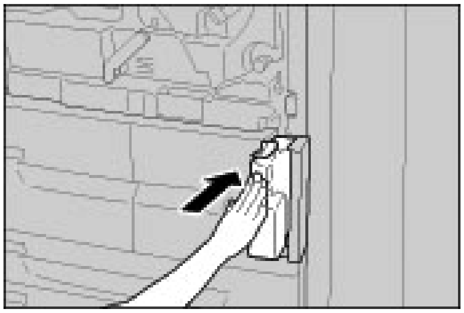
5. Hold the used container firmly with both hands and put it into the plastic bag, which is provided with the new container. Close the bag and dispose of the container according to your local regulations.



WARNING: Never throw a toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

6. Remove the new container from its packaging.

7. Do not grip the container handle. Grasp the top, middle part of the new container and slide it into the machine until it snaps into position.



8. Close the Waste Toner Container Cover.
9. Close the Front Cover.

NOTE: *A message will display and the machine will not operate if the front cover is open even slightly.*

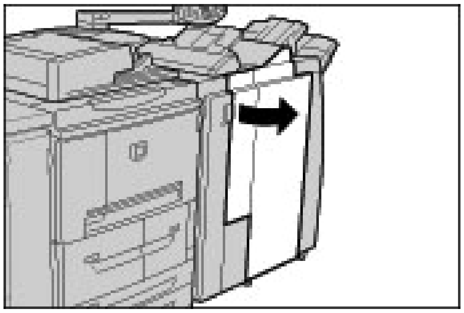
NOTE: *The number of pages stated in the messages dialog refers to using 8.5 x 11 in./A4 paper and is only an estimate which can vary depending on conditions such as the content, paper size, paper type, and the computer environment.*

Replacing the Staple Cartridge

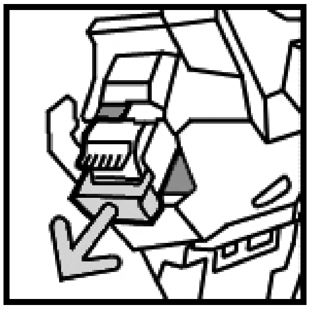
A message displays on the Touch Screen when it is time to replace a staple cartridge.

Standard Finisher Staple Cartridge Replacement

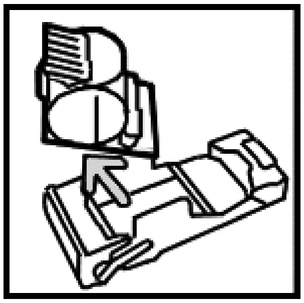
1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the Standard Finisher.



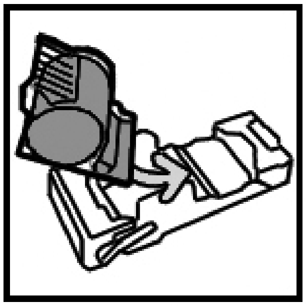
2. Grasp the Staple Cartridge handle located at R1 and lift it slightly and pull out the staple cartridge.



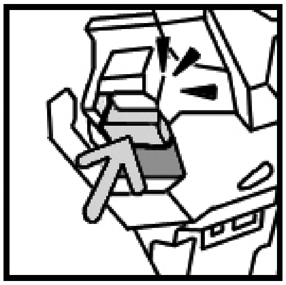
3. Push the position indicators that are located by the arrows on either side of the cartridge to remove the staple case from the cartridge.



4. Push a new staple case into the staple cartridge.



5. Push the removed cartridge back to the original position until it clicks into place.



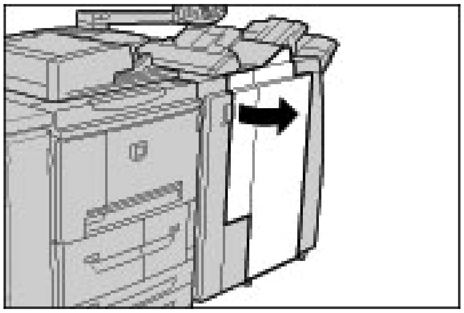
6. Close the Right Cover on the Standard Finisher.

NOTE: *A message will display and the machine will not operate if the right cover is open even slightly.*

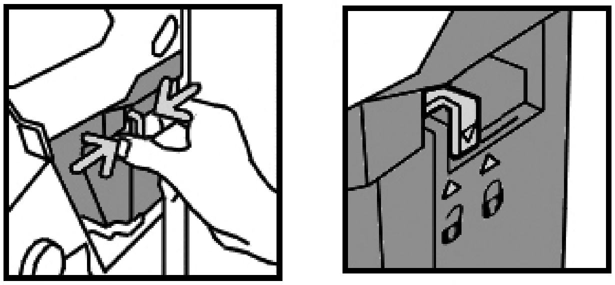
Replacing the Staple Waste Container on the Standard Finisher

The machine displays a message indicating that the Staple Waste Container is full. To replace the container:

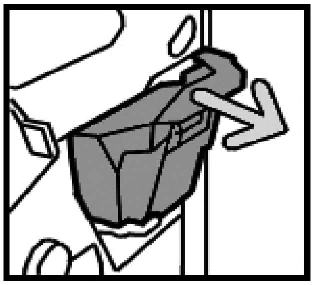
1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the finisher.



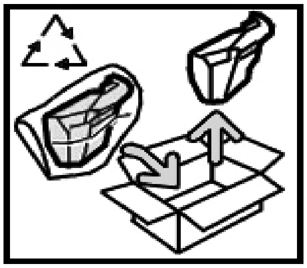
2. Locate the Staple Waste Container (R5) in the finisher.
3. Grip the container and move the lever to the right; the Unlock position.



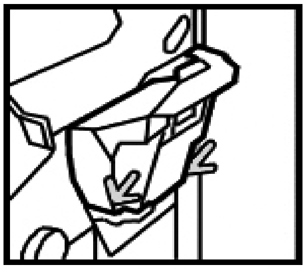
4. Remove the container from the finisher.



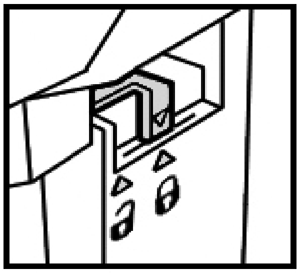
5. Remove the new container from the packaging. Dispose of the full container in the new container packaging.



6. Insert the new container into the finisher.



7. Move the lever to the left; the lock position.

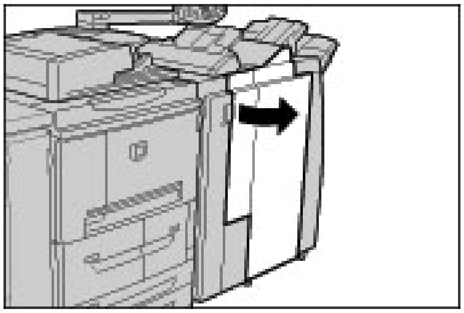


8. Close the Right Cover of the finisher.

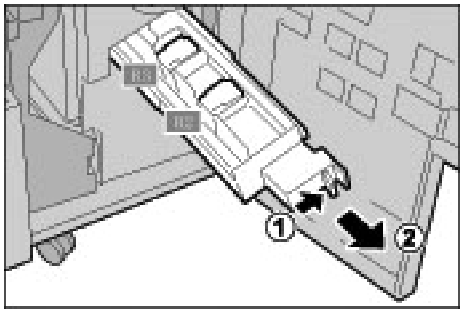
Replacing the Booklet-Maker Staple Cartridge

The Control Panel displays a message indicating that the Booklet-Maker staple cartridge needs to be replaced. Use the following procedure to replace the cartridge on this optional finisher.

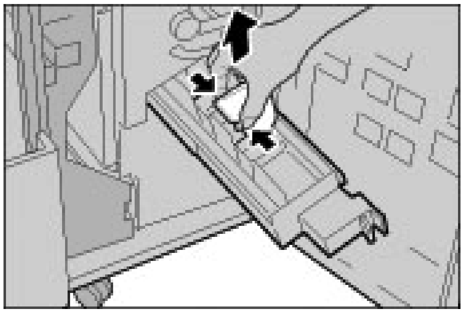
1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the finisher.



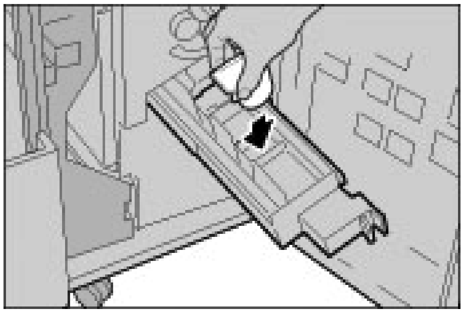
2. Press the lever to the right and then pull out the Booklet-Maker staple cartridge.



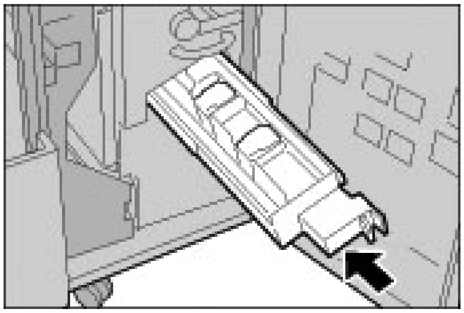
3. Hold the tabs of the Booklet-Maker staple cartridge and then lift to remove it.



4. While holding the tabs of a new Booklet-Maker staple cartridge, return the cartridge to the original position and gently push it until it clicks.



5. Return the unit to its original position.



6. Close the Right Cover of the finisher.

NOTE: *A message will display and the machine will not operate if the right cover is open even slightly.*

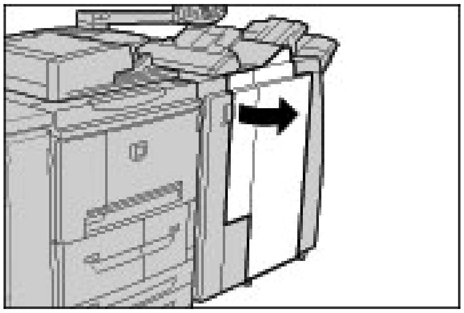
Emptying the Punch Scrap Container

The Touch Screen displays a message indicating when it is time to empty the Punch Scrap Container.

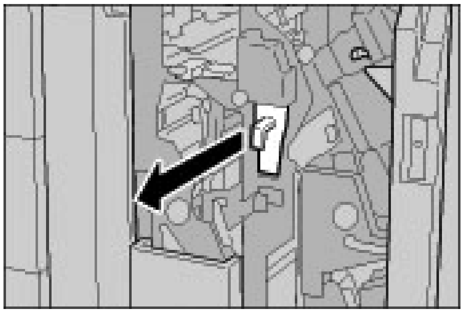
The punch counter resets to 0 each time you open the Punch Scrap Container, so empty the container each time it is opened.

KEY POINT: Remove the Punch Scrap Container while the system is powered ON. If you switch off the power when emptying the Punch Scrap Container, the machine cannot detect that the scraps have been removed and reset the punch count.

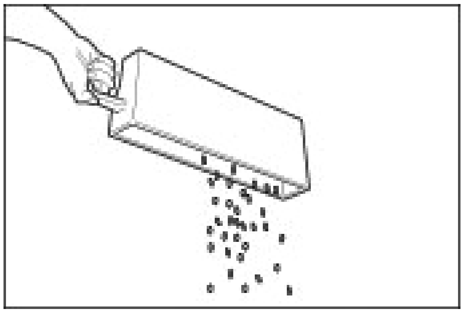
1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the finisher.



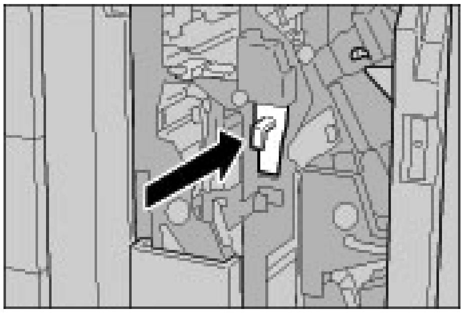
2. Pull the Punch Scrap Container out.



3. Discard all the punch scraps in an appropriate container.



4. ReInsert the empty Punch Scrap Container.



5. Close the Right Cover of the finisher.

NOTE: *A message will display and the machine will not operate if the right cover is open even slightly.*

Cleaning the Machine

This section presents the following machine cleaning information:

- Cleaning the Exterior
- Cleaning the Document Cover and Document Glass
- Cleaning the Document Feeder Rollers

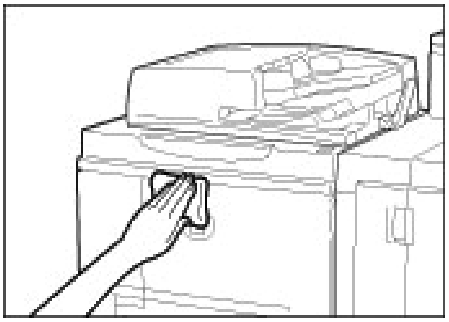
Cleaning the Exterior

WARNING: Before you start to clean the machine, be sure to switch off the power and unplug the machine. Cleaning the machine without switching off the power may cause an electric shock.

CAUTION: Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.

CAUTION: Cleaning the machine with an excessive amount of water may cause the machine to malfunction and/or damage documents during copying.

1. Wipe the exterior with a soft cloth moistened with water. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



2. Wipe off any excess water from the exterior with a soft cloth.

Cleaning the Document Cover and Document Glass

Cleaning the document cover and glass on a regular basis is important to providing the best image quality possible on your printed or copy output. If the document cover and document glass are dirty, spots may appear on copies and the machine may not properly detect document sizes.

NOTE: *If you receive this message, "The Scanner may be dirty. See User Guide or label instructions on the Document Feeder to wipe the scanning glass," perform the cleaning procedure for the document cover and document glass.*

It is recommended that you clean all components of the Document Cover and Document Glass at the same time. These components consist of the document cover, the document (platen) glass, and the second-side scanning lens assembly.

To clean all three of these components, use the following procedure.

Cleaning the document cover

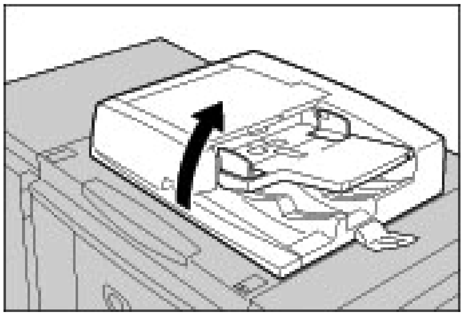
WARNING: Before you start to clean the machine, be sure to switch off the power and unplug the machine. Cleaning the machine without switching off the power may cause an electric shock.

CAUTION: Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.

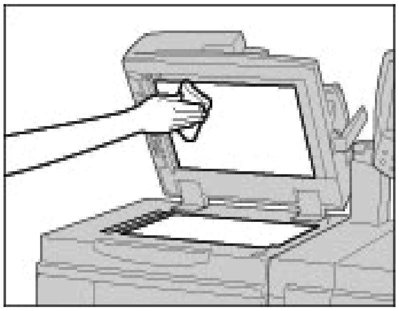
CAUTION: Cleaning the machine with an excessive amount of water may cause the machine to malfunction and/or damage documents during copying.

NOTE: *The document cover is the flat, white surface on the underside of the DADF that holds the document in place on the document glass.*

1. Raise the Duplex Automatic Document Feeder (DADF).



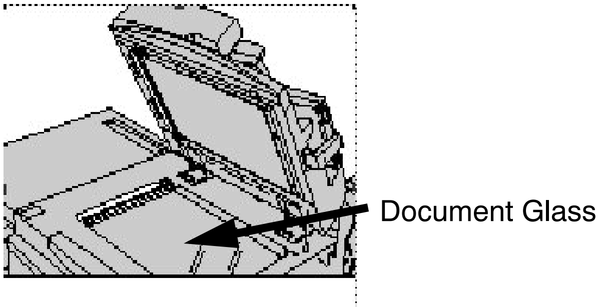
2. To remove dirt, wipe the document cover with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



Cleaning the document (platen) glass

NOTE: *The document (or platen) glass consists of two parts: the document glass itself and the glass strip. The document glass is the glass on which you place your document in order to copy it. The glass strip is an approximately one-inch wide strip of glass located to the left the document glass.*

To remove dirt, wipe the document glass with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

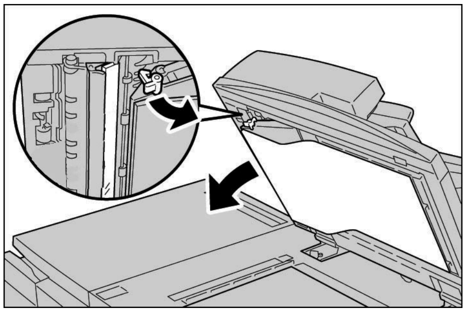


CAUTION: Do not press heavily on the document glass to avoid damaging the glass surface.

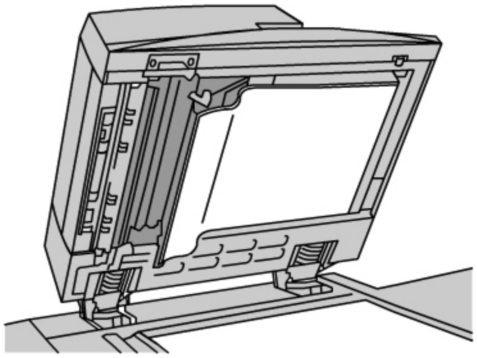
Cleaning the second-side scanning lens assembly

The second-side scanning lens assembly is located along the left side of the document cover. The assembly consists of the mirrored-glass strip, a metal strip, a white-plastic strip, and rollers. All parts of the assembly must be cleaned to ensure the best image quality when making copies.

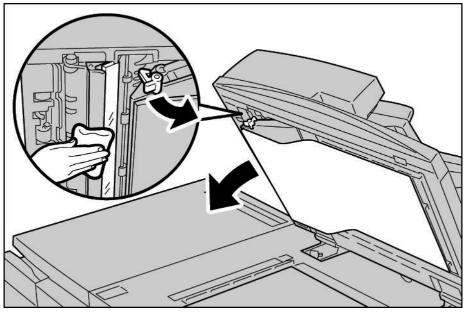
1. With the DADF open, pull the lever that is located at the top of the document cover.



Part of the document cover pulls away from the assembly, which allows better access to the second-side scanning lens assembly.



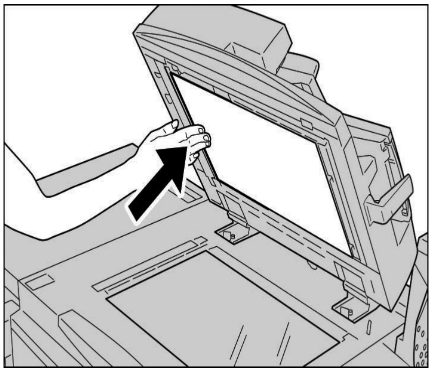
2. To remove dirt, wipe the mirrored glass, metal strip, **both** sides of the white-plastic strip, and the rollers with a soft cloth moistened with water, and then wipe it dry with a soft cloth.



CAUTION: Do not press heavily on the mirrored glass as this will result in damage to the film around the glass surface.

NOTE: *If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.*

3. Once the second-side scanning assembly is clean, return the document cover to its original position and ensure that the lever is locked in place.



If you touch the document cover with your bare hands, wipe it clean before closing the DADF.

4. Gently close the DADF.

Cleaning the Document Feeder Rollers

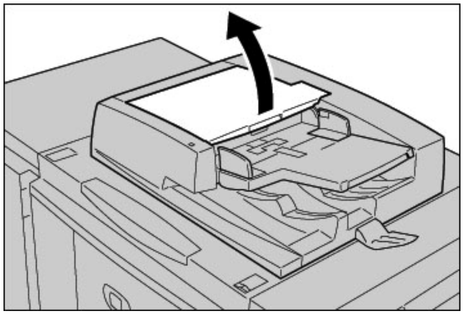
If the machine is equipped with a document feeder and the document feeder rollers are dirty, spots may appear on copies and the machine may not properly detect document sizes.

To ensure quality copies, clean this area about once a month.

CAUTION: Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.

CAUTION: Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or printing.

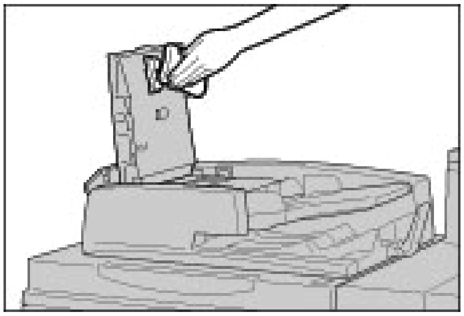
1. Gently lift the latch of the DADF Top Cover until it is open completely in a fixed position.



2. While turning the rollers, gently clean them with a soft cloth moistened with water.

CAUTION: Use a cloth that has been thoroughly wrung to prevent drops of water falling into the machine. Drops of water on internal components may cause a malfunction.

If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



3. Close the top cover of the document feeder until you hear it click into place.
4. Close the left cover of the document feeder until you hear it click into place.

12. Problem Solving

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Initial Troubleshooting Procedures

To use the following machine troubleshooting procedures:

1. Begin by reading the first **Symptom** at the left side of the page.
2. If the description of the symptom is False (**NO**), move downward to the next symptom. Continue down through the **Symptons** until you find the symptom that describes the problem.
3. Refer to the **Causes and Actions** to the right of the correct symptom. Perform the suggested actions until the problem is solved.

Symptoms		**Causes and Actions**	
Power is not switched On.	**YES**	**Cause**	Is the power switch on the machine turned off?
If **NO**, go to next sympton.		**Action**	Turn the power switch on. Refer to “Power on/off” on page 1-13.
			If problem is not solved, go to next Cause/Action.
		Cause	Is the power cord plugged into the power outlet?
		Action	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on. Refer to “Power on/off” on page 1-13.
			If problem is not solved, go to next Cause/Action.
		Cause	Is the power cord disconnected from the machine or the rear of the rack?
		Action	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on. Refer to “Power on/off” on page 1-13.
			If problem is not solved, go to next Cause/Action.
		Cause	Is power of the correct voltage being supplied?
		Action	Make sure that the power supply is 200 -240 V (volts), 15 A (amperes). Make sure that power of capacity compatible with the specified maximum power consumption of the machine (2.8 - 3.1 KVA) is being supplied.
Display is dark.	**YES**	**Cause**	Is the **Power Saver** button on?
If **NO**, go to next sympton.		**Action**	The machine is in the Power Saver mode. Press the **Power Saver** button on the Control Panel to cancel the Power Saver mode. Refer to “Power Saver Mode” on page 1-15.
			If problem is not solved, go to next Cause/Action.
		Cause	Is the Brightness Dial set too low?
		Action	Use the Brightness Dial to adjust display brightness. Refer to “User Interface (UI)” on page 1-7.
A message is displayed.	**YES**	**Cause**	Has a paper jam or document jam occurred?
If **NO**, go to next symptom.		**Action**	For information on paper jams, refer to “Paper Jams” on page 12-45. For information on document jams, refer to “Document jams” on page 12-76.
			If problem is not solved, go to next Cause/Action.
		Cause	An error code displayed?

		Action	Refer to “Error Codes” on page 12-28.
The machine is not working properly.	**YES**	**Action**	Refer to “Machine Troubleshooting” on page 12-3.
If **NO**, go to next symptom.			
Image quality is poor.	**YES**	**Action**	Refer to “Image Quality Problems” on page 12-8.
If **NO**, go to next symptom.			
Trouble during copying.	**YES**	**Action**	Refer to “Copy Troubleshooting” on page 12-13.
If **NO**, go to next symptom.			
Trouble during printing.	**YES**	**Action**	Refer to “Print Troubleshooting” on page 12-18.
If **NO**, go to next symptom.			
Trouble during scanning.	**YES**	**Action**	Refer to “Scan Troubleshooting” on page 12-22.

Machine Troubleshooting

Check the machine status for machine troubleshooting.

WARNING: Precision components and high-voltage power supplies are used on the machine. Never open or remove machine covers that are screwed shut unless specifically instructed in the User Guide. A high-voltage component can cause electric shocks. When opening the panels and covers that are screwed shut to install or detach optional accessories, be sure to follow instructions in the User Guide.
Do not try to alter the machine configuration or modify any parts. Doing so might cause machine malfunction or fire.

Symptoms	Check	Remedy
Power is not switched ON.	Is the power switch on the machine turned off?	Turn the power switch on. Refer to “Power on/off” on page 1-13.
	Is the power cord plugged into the power outlet?	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on. Refer to “Power on/off” on page 1-13.
	Is the power cord disconnected from the machine or the rear of the rack?	
	Is power of the correct voltage being supplied?	Make sure that the power supply is 200 -240 V (volts), 15 A (amperes). Make sure that power of capacity compatible with the specified maximum power consumption of the machine (2.8 - 3.1 KVA) is being supplied.

Symptoms	Check	Remedy
Display is dark.	Is the **Power Saver** button on?	The machine is in the Power Saver mode. Press the **Power Saver** button on the Control Panel to cancel the Power Saver mode. Refer to “Power Saver Mode” on page 1-15.
	Is the brightness dial set too low?	Adjust display brightness using the Brightness dial. Refer to “User Interface (UI)” on page 1-7.
Unable to print, or unable to copy.	Is a message displayed on the Control Panel?	Follow the instructions displayed.
	Is the printer mode **Offline**?	Press the **Machine Status** button and from the **Printer Mode**, select **Online**.
	Is the power cord disconnected from the machine or the rear of the rack?	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on. Refer to “Power on/off” on page 1-13.
Online indicator does not light even though you instructed it to print.	Is the interface cable disconnected?	Turn the power switch off, unplug the power cord from the power outlet, and check the interface cable connection. For information about network settings, refer to the System Administration Guide.
	Is the environment correctly set on the personal computer?	Check the print driver and other environment settings on the personal computer.
	Is the required interface set?	Check the status of the interface port in use. For information about network settings, refer to the System Administration Guide.
Tray 5 (Bypass) printing failed.	Is is correct paper loaded on the tray?	Follow the instructions displayed to load paper of the correct size and instruct it to print again. Refer to “Loading Paper into Tray 5 (Bypass)” on page 8-6.
Unsatisfactory print quality.	Image defect.	Refer to “Image Quality Problems” on page 12-8.
Text prints incorrectly (text is corrupted).	Non-standard fonts are used for printing.	Check the application or print driver settings.
Online indicator lights, but copies are not delivered with Online still lit.	Data remains in machine memory.	Cancel printing, or purge remaining data. Refer to “Active Jobs tab” on page 9-2.

Symptoms	Check	Remedy
Cannot open or close trays.	Did you open a cover or turn power off during printing?	Turn the power off without closing or opening a paper tray. Wait several seconds and then turn the power switch on. Make sure that the machine is online (ready to receive data) and then close or open the paper tray.
Copies are not made at the desired size.	Is the document scanning glass or the document cover dirty?	Clean the document feeder glass or the document cover. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.
	Is the document made of highly transparent material like a transparency?	Place the document on the document glass, and place a white sheet of paper on top of the document before making a copy.
	Is the document at the correct position?	Load the document correctly. Refer to “Loading Documents” on page 2-1.
	Is the document loaded correctly?	
	Are the document guides at the correct position?	Properly set the document guides. Refer to “Loading Documents” on page 2-1.
	Is the document folded or bent?	Straighten and properly reset the document. Refer to “Loading Documents” on page 2-1.
	Is the document a non-standard size?	Enter the document size. Refer to “Original Size” on page 2-27.

Symptoms	Check	Remedy
Paper is often jammed or wrinkled.	Is paper loaded properly in the paper tray?	Load paper correctly. Refer to “Loading Paper into Trays” on page 8-1.
	Is the paper tray set properly?	To ensure tray closure, Firmly push it in as far as possible. Refer to “Loading Paper into Trays” on page 8-1.
	Is the paper damp?	Replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1.
	Is the paper curled?	Either turn the paper so that the curl is facing down in the paper tray, or replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1. Refer to “Curled Output Solutions” on page 12-84
	Are the paper and paper tray settings correct?	Make sure the paper and paper tray selected match the paper size settings. Refer to “Paper Tray Settings” in the System Administration Guide.
	Are there any torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?	Open the door of the machine or slide out the paper tray to remove the torn paper or the foreign object. Refer to “Paper Jams” on page 12-45, “Loading Paper into Trays” on page 8-1.
	Is out-of-spec paper loaded in the tray?	Replace with paper that meets machine specifications. Refer to “Loading Paper into Trays” on page 8-1.
	Is the paper tray loaded past its maximum fill line?	Load paper in the paper tray so that it does not exceed the maximum fill line. Refer to “Loading Paper into Trays” on page 8-1.
	Is the paper guide set correctly?	Load the paper correctly, and apply the paper guides lightly. Refer to “Loading Paper into Trays” on page 8-1, “Change/Confirm the Tray Settings” on page 8-16.
Documents are not fed into the document feeder.	Are the documents too small?	The minimum size of the document that can be loaded on the document feeder is A5 and 5.5 X 8.5." Refer to “Loading Paper into Trays” on page 8-1.

Symptoms	Check	Remedy
An error message is displayed after paper is loaded in paper Tray 5 (Bypass) and the **Start** button is pressed.	Check the position of the paper guides at the front side of paper Tray 5 (Bypass).	Set the paper guides to the correct positions. Refer to “Loading Paper into Tray 5 (Bypass)” on page 8-6.
Documents jam often.	Is the right type of paper/ media being used?	Make sure the document feeder is loaded properly with acceptable media. Refer to “Loading Documents” on page 2-1.
	Are you trying to copy irregular shaped documents, business cards, transparencies, or thin documents?	
	Are you trying to copy documents affixed with sticky labels, paper clips or adhesive tape?	Remove sticky labels, paper clips or adhesive tape from the document before copying.
	Are the document guides at the correct position?	Properly set the document guides. Refer to “Loading Documents” on page 2-1.
	Is part of the document ripped, and a piece of paper remaining in the document feeder?	Open the document feeder cover and check for pieces of paper. Refer to “Document jams” on page 12-76.
	When importing originals of different sizes, is the **Mixed Size Originals** setting set to **ON**?	Set **Mixed Size Originals** to **ON**. Refer to “Mixed Size Originals” on page 2-29.
	Is an A5-size document loaded horizontally (▭) on the document feeder when the Mixed Size Originals feature is in use?	Load the A5-size document vertically (▯).
A corner of the document is folded.	Is the document curled?	Flatten out the curl and load the document again.
Stapler faults	–	Refer to “Stapler Faults” on page 12-80.

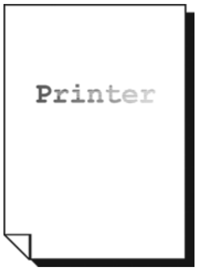
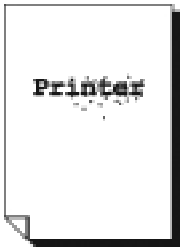
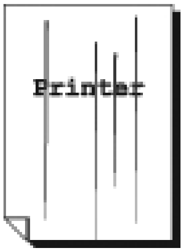
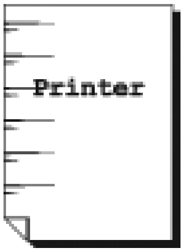
Image Quality Problems

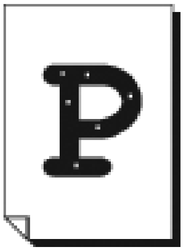
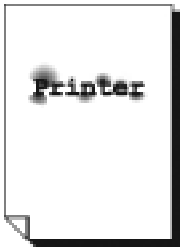
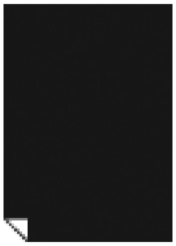
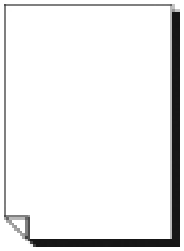
When output image quality is poor, review the following table for solutions.

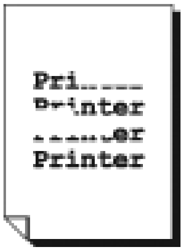
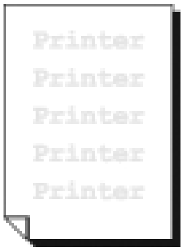
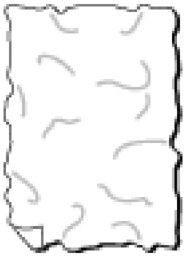
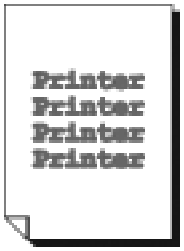
If image quality is not improved after performing the relevant remedy, contact the Customer Support Center.

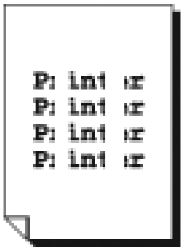
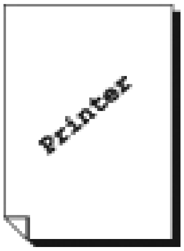
Symptoms	Check	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass or the document cover. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.
	Is the document made of highly transparent material like a transparency?	If the document is highly transparent, marks on the document cover will be copied. Place a white sheet of paper on the document and make a copy.
	Is the document colored, of a rough texture or a blueprint?	Either adjust the copy density or image quality and then retry copying. Refer to “Image Quality Tab” on page 2-21, “Lighten/Darken” on page 2-20.
	Are you making copies of glossy printing paper?	Glossy printing paper sticks easily to the document glass and shadows are sometimes copied and reproduced as dirt. Place a transparency or highly transparent film under the document and retry copying.
The copy has black lines.	Is the scanning glass on the feeder dirty?	Clean the document glass. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.
The copy is too dark.	Is the copy density set to **Dark**?	Adjust the copy density. Refer to “Lighten/Darken” on page 2-20.
The copy is too light.	Is the copy density set to **Light**?	
The copy shifts slightly.	Is the paper shifting or is the leading edge of the paper not loaded flush with the tray corners?	Load the paper so it is flush against the paper tray corners. Refer to “Loading Paper into Trays” on page 8-1.

Symptoms	Check	Remedy
Images on the copy are skewed.	Is the document loaded correctly?	Load the document correctly. Refer to “Loading Documents” on page 2-1.
	Is paper loaded properly in the tray?	Load paper correctly. Refer to “Loading Paper into Trays” on page 8-1.
	Is the paper guide for paper Tray 5 (Bypass) set so that the tray touches the paper?	Load paper correctly. Refer to “Loading Paper into Tray 5 (Bypass)” on page 8-6.
	Are the document guides at the correct position?	Load the document correctly, and align the document guides with the edge of the document. Refer to “Loading Documents” on page 2-1.
	Is the paper tray set properly?	Firmly push in the tray as far as possible. Refer to “Loading Paper into Trays” on page 8-1.
Part of the image is missing on the copy.	Is the paper damp?	Replace with paper from a new ream Refer to “Loading Paper into Trays” on page 8-1.
	Is the loaded paper folded or wrinkled?	
	Is the document pasted together or folded in?	The pasted or folded in section may be curling back, and risen up from the surface of the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.
A stripe pattern appears in copies.	Is the document enlargement ratio set too large?	Some enlargement ratios can cause stripes. Adjust the copy enlargement ratio. Refer to “Reduce/Enlarge” on page 2-11.

Symptoms	Check	Remedy
Printing is faint (smudged, unclear). 	Is the paper damp?	Replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Black dots are printed. 	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Black lines are printed. 	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
	The scanning glass on the document feeder is dirty.	Clean the document feeder glass. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.
Dirt appears at equal intervals. 	Dirt on the paper feed path.	Print a few pages.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.

Symptoms	Check	Remedy
White dots appear in black filled areas. 	The paper in use is unsuitable.	Load suitable paper. Refer to “Loading Paper into Trays” on page 8-1.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
- Printed toner smudges when rubbed with your finger. - Toner is not fused to the paper. - The paper is dirtied with toner. 	Is the paper damp?	Replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1.
	The paper in use is unsuitable.	Load suitable paper. Refer to “Loading Paper into Trays” on page 8-1.
The entire paper area is printed black. 	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
	High-voltage power supply malfunction.	Contact the Customer Support Center.
Nothing is printed. 	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper and reset. Refer to “Loading Paper into Trays” on page 8-1.
	High-voltage power supply malfunction.	Contact the Customer Support Center.

Symptoms	Check	Remedy
White areas or stripes appear. 	Is the paper damp?	Replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1.
	The paper in use is unsuitable.	Load suitable paper. Refer to “Loading Paper into Trays” on page 8-1.
The entire page is printed faint. 	If the print was made using Tray 5 (Bypass), the size and type of the loaded paper differed from the setting on the print driver.	Load paper of the correct size and type into Tray 5 (Bypass). Fan the paper thoroughly before loading it. Refer to “Loading Paper into Tray 5 (Bypass)” on page 8-6.
	Two or more sheets may be feeding at once.	Fan the paper thoroughly and reset. Refer to “Loading Paper into Trays” on page 8-1.
Paper becomes wrinkled. Text is blurred.  	The paper in use is unsuitable.	Replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1.
	Paper is being added while it is being fed.	
	Is the paper damp?	

Symptoms	Check	Remedy
Outline characters on a colored background longwise. 	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Text or images are printed at an angle. 	The paper guide in the paper tray is not set at the correct position.	Set the horizontal and vertical paper guides to the correct positions. Refer to “Loading Paper into Trays” on page 8-1.

Copy Troubleshooting

To use the following troubleshooting procedures:

1. Begin by reading the first **Symptom** at the left side of the page.
2. If the description of the symptom is False (**NO**), move downward to the next symptom. Continue down through the **Symptons** until you find the symptom that describes the problem.
3. Refer to the **Causes and Actions** to the right of the correct symptom. Perform the suggested actions until the problem is solved.

Unable to Copy

Symptoms

Document is not fed properly from the document feeder

YES

If **NO**, go to next symptom.

Causes and Actions

Cause	Document size is too small.
Action	The minimum document size that can be loaded on the document feeder is A5. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The right type of document is not being used.
Action	The document feeder cannot be used with irregular sized documents, business cards, transparencies, or thin documents. In addition, documents with tags, paper clips, and cellophane tape cannot be used. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The document guides are incorrectly set.
Action	Set the document guides to match the document size. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	Part of the document is ripped, and a piece of paper remains in the document feeder.
Action	Open the document feeder cover, and remove the piece of paper. Refer to “Document jams” on page 12-76.

If problem is not solved, go to next Cause/Action.

Cause	Documents of different sizes are set.
Action	When setting documents of different sizes, be sure to specify **Mixed Size Originals**. Refer to “Mixed Size Originals” on page 2-29.

The Copy result is not what was expected

The copy is dirty

YES

If **NO**, go to next symptom.

Cause	The document glass or the document cover is dirty.
Action	Clean the document glass or the document cover. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.

If problem is not solved, go to next Cause/Action.

Cause	The document is made of highly transparent material like a transparency.
Action	If the document is highly transparent, marks on the document cover will be copied. Place a white sheet of paper on the document and make a copy.

If problem is not solved, go to next Cause/Action.

Cause	Color paper, rough paper, or blueprint paper is being used.
Action	The background color of the paper is copied. Either adjust the copy density or image quality, or specify suppress background color, and retry copying.

If problem is not solved, go to next Cause/Action.

Cause	Glossy printing paper is being used.
Action	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied and reproduced as dirt. Place a transparency or highly transparent film under the document and retry copying.

The copy is too dark, or too light

YES

If **NO**, go to next symptom.

Cause	Copy density is set to **Dark**, or to **Light**.
Action	Adjust the copy density. Refer to “Lighten/Darken” on page 2-20.

If problem is not solved, go to next Cause/Action.

Cause	Density of the document is too light.
Action	Adjust the copy density. Refer to “Lighten/Darken” on page 2-20.

If problem is not solved, go to next Cause/Action.

Cause	The **Original Type** is inappropriate.
Action	Copy black text. If it is too light, select **Text** for **Original Type**. Refer to “Original Type” on page 2-21.

The copy shifts slightly

YES

If **NO**, go to next symptom.

Cause	Paper set in the paper tray is misaligned.
Action	Align the edges of the paper, and load it flush against the front tray corners. Refer to “Loading Paper into Trays” on page 8-1.

Part of the image is missing on the copy

If **NO**, go to next symptom.

YES

Cause	The paper is damp.
Action	Replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1.

If problem is not solved, go to next Cause/Action.

Cause	Paper with folds or wrinkles has been set in the paper tray.
Action	Replace with paper from a new ream. Refer to “Loading Paper into Trays” on page 8-1.

If problem is not solved, go to next Cause/Action.

Cause	The document is pasted together or folded in.
Action	The folded in or pasted part of the document may not be touching the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.

Stripes appear in the copy

If **NO**, go to next symptom.

YES

Cause	The document enlargement ratio is too large.
Action	Stripes can appear at some enlargement ratios. Adjust the copy enlargement ratio. Refer to “Reduce/Enlarge” on page 2-11.

Images on the copy are skewed

If **NO**, go to next symptom.

YES

Cause	The document is not loaded correctly.
Action	Load the document correctly. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The document guides are set incorrectly.
Action	Load the document correctly and align the document guides with the edges of the document. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The paper tray is not set properly.
Action	Set the tray by firmly pushing it in as far as possible. Refer to “Loading Paper into Trays” on page 8-1.

If problem is not solved, go to next Cause/Action.

Cause	The paper guide for Tray 5 (Bypass) is misaligned.
Action	Load the paper correctly, and align the paper guide with the edge of the paper. Refer to “Loading Paper into Tray 5 (Bypass)” on page 8-6.

Copies are not made at the desired size

YES

If **NO**, go to next symptom.

Cause	The document glass or the document cover is dirty.
Action	Clean the document glass or the document cover. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.

If problem is not solved, go to next Cause/Action.

Cause	The document is made of highly transparent material like a transparency.
Action	Place a white sheet of paper on the document before copying.

If problem is not solved, go to next Cause/Action.

Cause	The document is misaligned.
Action	Load the document correctly. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The document guides are in an incorrect position.
Action	Load the document correctly, and align the document guides with the edges of the document. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The document is a non-standard size.
Action	Enter the document size and then copy. Refer to “Original Size” on page 2-27.

If problem is not solved, go to next Cause/Action.

Cause	The document is folded or bent.
Action	Straighten and properly reset the document. Refer to “Loading Documents” on page 2-1.

Symptom			
A corner of the copy is cut off	**YES**	**Cause**	The document exceeds the printable area.
If **NO**, go to next symptom.		**Action**	Adjust the reduce/enlarge to make the copy a little smaller.

Symptom			
No stapling done	**YES**	**Cause**	The number of pages to staple exceeds 100 or the number exceeds 50 with staple cartridge for 50 sheets.
If **NO**, go to next symptom.		**Action**	Staple-enabled number of pages is 50 or lower with the staple cartridge for 50 sheets and 100 or lower with the staple cartridge for 100 sheets. Reduce the number of printed pages to 50 or 100 or lower, depending on the staple cartridge used. For Z-folding, stapled-enabled number of pages is 10 or 5 sheets depending on the size of the paper used. For a booklet, up to 15 sheets can be stapled at one time.

Print Troubleshooting

This section describes solutions for problems encountered during printing.

- Unable to Print
- “The Printed result is not what was expected.” on page 12-21

Unable to Print

Symptom			
Data remains in the printer icon	**YES**	**Cause**	The printer is not powered on.
If **NO**, go to next symptom.		**Action**	Turn the power on.
			If problem is not solved, go to next Cause/Action.
		Cause	The network cable is disconnected from the computer.
		Action	Connect the network cable to the computer.
			If problem is not solved, go to next Cause/Action.
		Cause	The network cable is disconnected from the machine.
		Action	Connect the network cable to the machine. For information about network settings, refer to the System Administration Guide.
			If problem is not solved, go to next Cause/Action.
		Cause	Printer mode is set to Offline.
		Action	Press the **Machine Status** button and confirm the **Printer Mode** in the **Machine Status** screen. If **Printer Mode** is **Offline**, select **Online** in the **Printer Mode** screen.
			If problem is not solved, go to next Cause/Action.

Cause	An error occurred with the printer.
Action	Check the error details.

If problem is not solved, go to next Cause/Action.

Cause	The IP address or SMB network path is misconfigured.
Action	Configure a correct IP address or SMB network path. For information about network settings, refer to the System Administration Guide.

If problem is not solved, go to next Cause/Action.

Cause	The network connection between the computer and machine is abnormal.
Action	Check with your system administrator.

If problem is not solved, go to next Cause/Action.

Cause	The port is not enabled.
Action	Enabled the port in use. For information about network settings, refer to the System Administration Guide.

If problem is not solved, go to next Cause/Action.

Cause	Insufficient space available on the hard disk.
Action	Delete unnecessary data to increase free space.

If problem is not solved, go to next Cause/Action.

Cause	The printer is connected to multiple computers.
Action	Wait for a while, and then try printing again.

Sent to printer

YES

If **NO**, go to next symptom.

Cause	Out of paper.
Action	Supply paper to the printer.

If problem is not solved, go to next Cause/Action.

Cause	No paper for the specified paper size.
Action	Set paper for the specified paper size. Refer to “Loading Paper into Trays” on page 8-1, or “Loading Paper into Tray 5 (Bypass)” on page 8-6.

If problem is not solved, go to next Cause/Action.

Cause	Copy operation is performed during interrupt, and interrupt is performed.
Action	Cancel the interrupt operation.

If problem is not solved, go to next Cause/Action.

Cause	An error occurred with the printer.
Action	Check the error details.

The Printed result is not what was expected.

No stapling done	**YES**	**Cause**	The number of pages to staple exceeds 100 or the number exceeds 50 with staple cartridge for 50 sheets.
If **NO**, go to next symptom.		**Action**	Staple-enabled number of pages is 50 or lower with the staple cartridge for 50 sheets and 100 or lower with the staple cartridge for 100 sheets. For Z-folding, staple-enabled number of pages is 10 or 5 sheets depending on the size of the paper used. For booklet, up to 15 sheets can be stapled at one time. Reduce the number of printed pages to 50 or 100 or lower, depending on the staple cartridge used.

No folding	**YES**	**Cause**	The folder is not attached.
If **NO**, go to next symptom.		**Action**	Check the options attached with this printer, and reset the printer configuration

Printing performed with a different paper size	**YES**	**Cause**	Paper size provided is different from the specified tray size.
If **NO**, go to next symptom.		**Action**	Change the paper size set in the tray, or change print options to specify a tray that contains the appropriate size.

The image is cut off on the edge of the paper	**YES**	**Cause**	Image exceeds the printable area of the machine.
If **NO**, go to next symptom.		**Action**	Increase the printable area of the machine, or decrease the document print area.

The printed font differs from the font specified on the computer	**YES**	**Cause**	Font replacement is configured on the print driver.
If **NO**, go to next symptom.		**Action**	Check the font replacement table.
			If problem is not solved, go to next Cause/Action.
		Cause	Non-standard fonts are used for printing.
		Action	Check the application or print driver settings. If PostScript is being used, download the required fonts.

Printing is slow	**YES**	**Cause**	The print mode specifies Print Quality.
If **NO**, go to next symptom.		**Action**	When printing image data that has image quality as a priority, such as pictures, the print speed decreases. Turn off the quality priority in the print mode.

The settings specified for print options do not take effect

YES

Cause	A print driver for another model is in use.
Action	Install the print driver for this model.

If problem is not solved, go to next Cause/Action.

Cause	The optional apparatus cannot be attached to the printer.
Action	Check the options attached with this printer and reset the printer configuration.

If **NO**, go to next symptom.

There is no edge.

YES

Cause	Image exceeds the printable area of the machine.
Action	Increase the printable area of the machine, or decrease the document print area.

Scan Troubleshooting

This section describes solutions for problems encountered during scanning.

NOTE: *An optional package may be necessary for this feature. For more information, contact the Customer Support Center.*

Unable to Scan with the Machine

This section describes solutions when you are unable to scan.

Document not fed properly from the document feeder

YES

Cause	Document size is too small.
Action	The minimum size of the document that can be loaded on the document feeder is A5. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The right type of document is not being used.
Action	The document feeder cannot be used with irregular sized documents, business cards, transparencies, or thin documents. In addition, documents with tags, paper clips, and cellophane tape cannot be used. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	The document guides are in the incorrect position.
Action	Set the document guides to correctly match the document size. Refer to “Loading Documents” on page 2-1.

If problem is not solved, go to next Cause/Action.

Cause	Part of the document is ripped and a piece of paper remaining in the document feeder.
Action	Open the document feeder cover and remove the piece of paper. Refer to “Document jams” on page 12-76.

If problem is not solved, go to next Cause/Action.

Cause	Documents of different sizes are set.
Action	When using documents of different sizes you must specify **Mixed Size Originals**, otherwise, a paper jam will result. When setting documents of different sizes, be sure to specify **Mixed Size Originals**. Refer to “Mixed Size Originals” on page 2-29.

Unable to import the scanned document into the computer

This section describes solutions when unable to import scanned document into computer.

Unable to find scanner

YES

If **NO**, go to next symptom.

Cause	The printer is not powered on.
Action	Turn the power on.

If problem is not solved, go to next Cause/Action.

Cause	The network cable is disconnected from the computer.
Action	Connect the network cable to the computer.

If problem is not solved, go to next Cause/Action.

Cause	The network cable is disconnected from the machine.
Action	Connect the network cable to the machine. For information about network settings, refer to the System Administration Guide.

If problem is not solved, go to next Cause/Action.

Cause	The Salutation port is not enabled.
Action	Enable the Salutation port. For information about network settings, refer to the System Administration Guide.

If problem is not solved, go to next Cause/Action.

Cause	The network connection between the computer and machine is abnormal.
Action	Check with your system administrator.

Unable to open Mailbox

YES

Cause	No Mailbox has been created.

If **NO**, go to next symptom.

Action	Create a Mailbox. Refer to “Local Disk/Mailbox” in the System Administration Guide.

If problem is not solved, go to next Cause/Action.

Cause	Mailbox password forgotten.
Action	Unable to verify password. Set the password to **Off**, and then reset the password again. Refer to “Local Disk/Mailbox” in the System Administration Guide.

Scanner unable to scan data due to TWAIN transmission error

YES

Cause	The scan driver is not installed.
Action	Install the scan driver.

If **NO**, go to next symptom.

Operation halts during scanning

YES

Cause	Is the file size too big?
Action	Reduce the resolution, or choose a compressed output file format, and rescan. Refer to “Scan Presets” on page 3-4, or “Resolution” on page 3-15.

Unable to send the scanned document over the network (FTP/SMB)

This section describes solutions when scanned documents cannot be sent over the network.

Unable to forward over the network

YES

Cause	Is the server entered correctly?
Action	Check the inputted server.

If problem is not solved, go to next Cause/Action.

Cause	Is the save location entered correctly?
Action	Check the save location.

If problem is not solved, go to next Cause/Action.

Cause	When using SMB, is the Shared Name entered correctly?
Action	Check the Shared Name.

If problem is not solved, go to next Cause/Action.

Cause	When using SMB (UNC Format), is the save location entered correctly?
Action	Check the save location.

If problem is not solved, go to next Cause/Action.

Cause	Is the login name entered correctly?
Action	Check the login name.

If problem is not solved, go to next Cause/Action.

Cause	Is the password entered correctly?
Action	Check the password.

Problems with sending E-mail

This section describes solutions when e-mail cannot be sent.

Unable to send e-mail

YES

Cause	Mail address is incorrect
Action	Check the e-mail address.

If problem is not solved, go to next Cause/Action.

Cause	Maximum sending e-mail size is exceeded
Action	Change the maximum sending e-mail size, or reduce the resolution. Refer to “Maximum E-mail Size” in the System Administration Guide, or “Resolution” on page 3-15.

Image is not what was expected

This section describes solutions for dealing with situations where the scan data does not produce image data as expected.

The image is dirty

If **NO**, go to next symptom.

YES

Cause	The document glass or the document cover is dirty.
Action	Clean the document glass or the document cover. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.

If problem is not solved, go to next Cause/Action.

Cause	The document is made of highly transparent material like a transparency.
Action	If the document is highly transparent, marks on the document cover will appear on the image. Place a white sheet of paper on the document and scan.

If problem is not solved, go to next Cause/Action.

Cause	The document is colored, of a rough texture or a blueprint, for example.
Action	Either adjust the copy density or image quality and then retry scanning.

If problem is not solved, go to next Cause/Action.

Cause	Glossy printing paper is being scanned.
Action	Glossy printing paper easily sticks to the document glass and shadows are sometimes scanned and reproduced as dirt. Place a transparency or highly transparent film under the document and retry scanning.

Image is too dark, or too light	**YES**	**Cause**	Scan density is set to **Dark**, or to **Light**.
If **NO**, go to next symptom.		**Action**	Adjust the scan density. Refer to “Lighten/Darken” on page 3-2.
			If problem is not solved, go to next Cause/Action.
		Cause	The Original Type is inappropriate.
		Action	Select an image quality appropriate for the document. Refer to “Quality/File Size” on page 3-15.

Part of the image is missing	**YES**	**Cause**	The document is pasted together or folded in.
If **NO**, go to next symptom.		**Action**	It is possible that the folded in or pasted part of the document is not touching the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.

The image is not the desired size	**YES**	**Cause**	The document glass or the document cover is dirty.
If **NO**, go to next symptom.		**Action**	Clean the document glass or the document cover. Refer to “Cleaning the Document Cover and Document Glass” on page 11-16.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is made of highly transparent material like a transparency.
		Action	Place a white sheet of paper on the document and scan.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is misaligned.
		Action	Load the document correctly. Refer to “Loading Documents” on page 2-1.
			If problem is not solved, go to next Cause/Action.
		Cause	The document guides are in an incorrect position.
		Action	Load the document correctly, and align the document guides with the edges of the document. Refer to “Loading Documents” on page 2-1.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is a non-standard size.
		Action	Enter the document size and then scan. Refer to “Reduce/Enlarge” on page 3-21.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is folded or bent.

		Action	Straighten and properly reset the document. Refer to “Loading Documents” on page 2-1.
The image is coarse	**YES**	**Cause**	Resolution is too low.
		Action	Set a higher resolution. Refer to “Resolution” on page 3-15.

Error Codes

If an error caused the printing to end abnormally or a malfunction occurred in the printer, then an error message code (***-***) is displayed.

Refer to the following table for error codes and information on how to rectify the problem. If an error code not described in the following tables is displayed, or the problem persists even after you have tried the following solutions, contact the Customer Support Center.

KEY POINT: If an error code is displayed, all print data of the printer as well as print data stored in the built-in memory of the machine is discarded.

Errors are divided into the following **Categories**:

- C: Copy
- P: Print
- S: Scan
- M: Mail
- O: Others Problems

Other Errors

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
002-770			○		○	**Cause** Unable to process job template due to insufficient hard disk space. **Remedy** Remove unnecessary data from the hard disk to increase free disk space.
003-750	○					**Cause** Unable to store any documents with 2 Sided Book Copy feature. **Remedy** Check the 2 Sided Book Copy settings. Refer to “2 Sided Book Copying” on page 2-26.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
003-751	○		○			**Cause** The machine is unable to process size, because the specified document area is too small. **Remedy** Increase resolution or scan area size.
003-753			○			**Cause** The selected resolution was too large for scanning mixed size originals using document feeder. **Remedy** Decrease Scan Resolution to 200dpi or less, and rescan.
003-754	○		○			**Cause** An error occurred in the document scanner. **Remedy** Reprocess the job.
003-755	○		○			**Cause** An error occurred in the document scanner. **Remedy** Reprocess the job.
003-760			○			**Cause** An incompatible combination of features are specified in the document scan conditions. **Remedy** Check the selected options.
003-761	○	○				**Cause** The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat. **Remedy** Change the paper size for the tray, or change the **Paper Type Priority** settings.
003-764	○					**Cause** No document is scanned by Form Overlay. **Remedy** Prepare 2 documents or more.
003-795	○					**Cause** When enlarging/reducing a scanned document to the specified paper size, the reduction/enlargement ratio value exceeds the allowed range. **Remedy** Take one of the following actions: • Manually enter a reduction/enlargement ratio. • Change the paper size.
005-275 005-280 005-281 005-282 005-283 005-284					○	**Cause** An error occurred in the document feeder. **Remedy** Power-cycle the machine. Contact the Customer Support Center.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
012-211 012-212 012-213 012-214 012-215 012-216 012-217 012-218 012-219 012-221 012-223 012-225 012-226 012-227 012-228 012-229 012-230 012-235 012-236 012-237 012-238 012-239 012-240 012-241 012-243 012-246 012-247 012-248 012-250 012-251 012-252 012-253 012-254 012-255 012-260 012-264 012-265 012-282 012-291					❍	**Cause** Finisher malfunction. **Remedy** Power-cycle the machine. If the finisher error is not corrected, contact the Customer Support Center.
016-210 016-211 016-212 016-213 016-214 016-215					❍	**Cause** An error occurred in the software settings. **Remedy** Power-cycle the printer. Contact the Customer Support Center.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
016-220 016-221 016-222 016-223 016-224 016-225 016-226 016-227 016-228	○		○			**Cause** An error occurred in the document scanner. **Remedy** Power-cycle the machine. If the document scanner error is not corrected, contact the Customer Support Center.
016-450					○	**Cause** The SMB host name already exists. **Remedy** Change the host name. For information about network settings, refer to the System Administration Guide.
016-454					○	**Cause** Unable to retrieve IP address from DNS. **Remedy** Check the DNS configurations and IP address retrieve method. For information about network settings, refer to the System Administration Guide.
016-503				○		**Cause** Unable to resolve SMTP server name during E-mail send. **Remedy** Check that the SMTP server settings from CWIS are correct. Also, check the DNS server settings.
016-504				○		**Cause** Unable to resolve POP3 server name during E-mail send. **Remedy** Check that the POP3 server settings from CWIS are correct. Check the DNS server settings.
016-505				○		**Cause** Unable to login to POP3 server during mail send. **Remedy** Check that the user name and password used in the POP3 server from CWIS are correct.
016-701		○				**Cause** PCL print data could not be processed due to insufficient memory. **Remedy** Reduce resolution, cancel 2 Sided printing or N up, and try to print again. Refer to the online help for the print driver.
016-702		○				**Cause** PCL print data could not be processed due to insufficient print page buffer. **Remedy** Take one of the following actions: • Set Print Mode to **Speed Priority**. • Use Ensure Print. • Increase the size of the print page buffer. • Add additional memory. For information about print modes and print guarantees, refer to the online help for the print driver. For information about memory, refer to “Allocate Memory” in the System Administration Guide.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
016-703				❍		**Cause** Mail specifying a non-registered or invalid mailbox number was received. **Remedy** Take one of the following actions: • Request the sender to register the mailbox with the specified number. • Request the sender to send to a valid mailbox.
016-704					❍	**Cause** Documents stored in the mailbox have reached the hard disk capacity limit. **Remedy** Remove unnecessary documents from the mailbox, and save the document. Refer to “Delete Documents After Retrieval” on page 5-1.
016-705		❍				**Cause** Secure print documents cannot be registered because of hard disk malfunction. **Remedy** Contact the Customer Support Center. Refer to “Secure Print” on page 9-5.
016-706		❍				**Cause** The maximum number of Secure Print users has been exceeded and no space is available on the hard disk. **Remedy** Remove unnecessary documents stored on the printer, and delete unnecessary Secure Print users. For information about Secure Print, refer to “Secure Print” on page 9-5. For information about mailboxes, refer to “Delete Documents After Retrieval” on page 5-1.
016-707		❍				**Cause** Unable to sample print because the feature expansion kit is not installed or has malfunctioned. **Remedy** A feature expansion kit is needed to use the Sample Print feature. If the kit is malfunctioning, contact the Customer Support Center.
016-708	❍					**Cause** Annotation is not possible due to insufficient hard disk space. **Remedy** Remove unnecessary data from the hard disk to increase free disk space.
016-709		❍				**Cause** An error occurred during PCL processing. **Remedy** Retry printing.
016-710		❍				**Cause** Delayed Print documents cannot be registered because of hard disk malfunction. **Remedy** Contact the Customer Support Center.
016-711					❍	**Cause** The configured maximum e-mail size has been exceeded. **Remedy** Take one of the following actions and resend the e-mail: • Decrease document pages • Reduce the Scan Resolution • Reduce the Scan Magnification • Have the system administrator increase your Maximum Send E-mail Data Size
016-712			❍			Refer to 003-751.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
016-713					❍	**Cause** The password set to the mailbox and the inputted password were not in agreement. **Remedy** Enter the correct password.
016-714					❍	**Cause** Specified mailbox does not exist. **Remedy** Create a mailbox or specify the existing mailbox.
016-716		❍				**Cause** Unable to spool TIFF file because of insufficient disk space. **Remedy** Remove unnecessary documents and users stored on the printer and then attach the hard disk. When attaching a hard disk, contact the Customer Support Center. Refer to “Delete Documents After Retrieval” on page 5-1.
016-718		❍				**Cause** PCL print data could not be processed as there was insufficient memory. **Remedy** Reduce resolution, cancel 2 Sided printing or N up, and retry printing.
016-719		❍				**Cause** PCL print data could not be processed as there was insufficient memory. **Remedy** Increase the size of the print page buffer.
016-720		❍				**Cause** The PCL print data included a command which cannot be processed. **Remedy** Confirm the print data and try to print again.
016-721		❍			❍	**Cause** An error occurred during print processing. Probable causes are as follows: 1. Printing was instructed by **Automatic Tray Selection** when **Paper Type Priority** is set to **Automatic Tray switching Off** for all paper in the **Common Settings**. 2. ESC/P command error **Remedy** For 1, when printing by Automatic Tray Selection, set one of the paper types to a setting other than **Automatic Tray Switching Off** in **Paper Type Priority**. For 2, check print data. Refer to “Paper Type Priority” in the System Administration Guide.
016-722		❍				**Cause** Unsupported staple position is specified. **Remedy** Confirm the position, and specify the print data again.
016-723		❍				**Cause** Unsupported punch position is specified. **Remedy** Confirm the position, and specify the print data again.
016-728		❍				**Cause** An unsupported tag was included in the TIFF file. **Remedy** Check the print data. Refer to “Generic Scan Screen Features” on page 3-2.
016-729		❍				**Cause** Unable to print because the number of colors/resolution of the TIFF file exceeds the allowed range. **Remedy** Change the number of colors/resolution for the TIFF file, and specify the print data again. Refer to “Generic Scan Screen Features” on page 3-2.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
016-730		❍				**Cause** Detected a command not supported by ARTIV. **Remedy** Check the print data, remove the offending command, and try to print again.
016-731		❍				**Cause** Unable to print TIFF data because it was interrupted. **Remedy** Retry printing.
016-732		❍				**Cause** Unable to use registered form specified by Emulation with host. **Remedy** Resend the form data.
016-733			❍	❍		**Cause** 1. Unable to retrieve IP address from text on the right side of @ of an address during E-mail send. 2. Unable to resolve Internet address on the right side of @ by DNS. **Remedy** 1. Check the mail address. 2. Check the DNS address.
016-735			❍		❍	**Cause** Attempted to print Job Template List while updating the job template. **Remedy** Retry printing after waiting for a period.
016-738		❍				**Cause** Booklet Creation is not applied to the specified paper. **Remedy** Specify the printable paper size for booklet creation.
016-739		❍				**Cause** The specified document and paper size are an unauthorized combination. **Remedy** Specify the combination of the printable document and paper size for booklet creation.
016-740		❍				**Cause** Booklet Creation is not applied to the specified paper tray. **Remedy** Specify the printable paper tray for booklet creation.
016-746		❍				**Cause** An unsupported feature is included in received PDF. **Remedy** Print using printer driver.
016-748	❍	❍			❍	**Cause** Printing is not possible due to insufficient hard disk space. **Remedy** Reduce the number of pages of print data, for example, by dividing up the print data or printing one copy at a time when making multiple copies.
016-749		❍				**Cause** A PJL command syntax error occurred. **Remedy** Either confirm the print settings, or correct the PJL command.
016-755		❍				**Cause** Attempted to process PDF file which was specified to printing prohibited. **Remedy** Cancel the printing prohibited specification using Adobe Reader and try to print again.
016-756					❍	**Cause** No permissions to use the service. **Remedy** Check with your System Administrator.
016-757					❍	**Cause** Password is incorrect. **Remedy** Enter the correct password.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
016-758					○	**Cause** No Permissions to use service. **Remedy** Check with your Auditron Administrator.
016-759					○	**Cause** Maximum number of pages for this service has been reached. **Remedy** Check with your Auditron Administrator.
016-760		○				**Cause** An error occurred during PostScript processing. **Remedy** Take one of the following actions: • Set Print Mode to Speed Priority. • Increase PostScript memory. For information about Print Modes, refer to the print driver's online help. For information about memory, refer to “Allocate Memory” in the System Administration Guide.
016-761		○				**Cause** An error occurred during image processing. **Remedy** Set the **Print Mode** to **Speed Priority** and start printing again. If this does not remedy the error, print in the Ensure Print mode.
016-762		○				**Cause** A print language not installed on the machine was specified. **Remedy** In **Specify Print Mode** under **Port Settings**, specify a print language.
016-764				○		**Cause** Could not connect to the SMTP server. **Remedy** Contact the SMTP Server Administrator.
016-765				○		**Cause** Could not send mail as the hard disk on the SMTP server was full. **Remedy** Contact the SMTP Server Administrator.
016-766				○		**Cause** An error occurred on the SMTP server. **Remedy** Contact the SMTP Server Administrator.
016-767				○		**Cause** Could not send mail as the mail address was wrong. **Remedy** Check the mail address and transmit again.
016-768				○		**Cause** Could not connect to the SMTP server as the mail address of the machine was incorrect. **Remedy** Check the mail address of the machine.
016-769				○		**Cause** The SMTP server does not support confirmation of mail distribution (DSN). **Remedy** Send mail without setting confirmation of mail distribution (DSN).
016-771 016-772			○			**Cause** Unable to retrieve scan data repository address from the CentreWare scan service. **Remedy** Check the DNS address or define the scan data repository address by its IP address.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
016-773					❍	**Cause** The IP address for the machine is not set properly. **Remedy** Check the DHCP environment or specify a fixed IP address for the machine. For information about network settings, refer to the System Administration Guide.
016-774			❍		❍	**Cause** Compression conversion is not possible due to insufficient hard disk space. **Remedy** Remove unnecessary data from the hard disk to increase free disk space.
016-775			❍		❍	**Cause** Image conversion is not possible due to insufficient hard disk space. **Remedy** Remove unnecessary data from the hard disk to increase free disk space.
016-776			❍		❍	**Cause** An error occurred during image conversion processing. **Remedy** A portion of the data might have finished image conversion processing. Check the data via CentreWare Internet Services. Refer to “CentreWare Internet Services” in the *System Administration Guide*.
016-777					❍	**Cause** A hard disk error occurred during image processing. **Remedy** The hard disk might be defective. When replacing a hard disk, contact the Customer Support Center.
016-778			❍			**Cause** Conversion processing of scanned image was interrupted because of insufficient disk space. **Remedy** Remove unnecessary data from the hard disk to increase free disk space.
016-779			❍			**Cause** An error occurred during scanned image conversion processing. **Remedy** Retry scanning.
016-780			❍			**Cause** A hard disk error occurred during scanned image conversion processing. **Remedy** The hard disk might be defective. When replacing a hard disk, contact the Customer Support Center.
016-781						
016-786			❍		❍	**Cause** When using the scan feature, hard disk capacity is insufficient for writing to a file. **Remedy** Either remove unnecessary data from the hard disk to increase free disk space or initialize the hard disk.
016-788					❍	**Cause** Failed to load a file from the Web browser. **Remedy** Perform the following actions, and try again. • Reload the browser page • Restart the browser • Power-cycle the machine

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
016-792					○	**Cause** Specified job history could not be acquired when printing **Job Counter Report** **Remedy** Specified job history does not exist.
016-793					○	**Cause** The hard disk has run out free space. **Remedy** Either remove unnecessary data from the hard disk to increase free disk space or initialize the hard disk.
016-799		○				**Cause** An illegal print parameter is included. **Remedy** Confirm the print data and option and specify the print data again.
021-750 021-751 021-770 021-771 021-772					○	**Cause** During an inspection or maintenance request a transmission error occurred and our Customer Support Center could not be contacted. **Remedy** Check that the phone lines are connected and try sending an inspection or maintenance request again after a short time. If the error persists, contact the Customer Support Center.
024--746		○				**Cause** A feature (one of paper size, tray, output tray, or 2 sided printing) that is incompatible with the specified paper quality has been specified. **Remedy** Check the print data.
024-747		○				**Cause** An illegal print parameter combination was set. For example, a non-standard size was specified and Tray Selection was set to Auto. **Remedy** Check the print data. In the above case, select Tray 5 (Bypass).
027-452					○	**Cause** IP address already exists. **Remedy** Change the IP address. For information about network settings, refer to the System Administration Guide.
027-500				○	○	**Cause** Unable to resolve SMTP server name during answer E-mail send. **Remedy** Check that the SMTP server settings from CWIS are correct.
027-501				○	○	**Cause** Unable to resolve POP3 server name when using POP3 protocol. **Remedy** Check that the POP3 server settings from CWIS are correct.
027-502				○	○	**Cause** Unable to login to POP3 server when using POP3 protocol. **Remedy** Check that the user name and password used in the POP3 server from CWIS are correct.
027-720					○	**Cause** Unable to find the server of an application interface destination. **Remedy** Check DNS server application or check whether an application interface installed on the computer is registered by DNS server or not.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
027-721					❍	**Cause** An application interface destination does not exist. **Remedy** Check whether an interfaced application operates correctly.
027-722					❍	**Cause** The job was timed out during connection with an application interface destination. An application linkage destination does not exist. **Remedy** Try to process the job flow.
027-724					❍	**Cause** An application interface destination could not be accessed. **Remedy** Check whether an interfaced application operates correctly. When it is operating, check the log. When it is not operating, check the network environments.
027-725					❍	**Cause** A job operation failed using an application interface. **Remedy** Check whether an application linked operates correctly. When it is operating, check the log. When it is not operating, check the network environments.
027-726					❍	**Cause** The job status is unclear during an application interface. **Remedy** Check whether an application linked operates correctly. When it is operating, check the log. When it is not operating, check the network environments.
027-727					❍	**Cause** A parameter is illegal during an application interface. **Remedy** Try to process the job flow.
027-737			❍		❍	**Cause** An error occurred while reading data from the job template pool server. **Remedy** Check to see whether you have privileges for the directory storing the job template.
027-739			❍		❍	**Cause** Unable to find the specified job template server. **Remedy** Check the path name for the job template server.
027-740			❍		❍	**Cause** Unable to login to job template server. **Remedy** Check the login user name and password.
027-741			❍		❍	**Cause** Unable to connect to job template server. **Remedy** Have the network administrator check the network and server environments.
027-742			❍		❍	**Cause** Unable to store job template due to insufficient hard disk space. **Remedy** Remove unnecessary data from the hard disk to increase free disk space.
027-743			❍		❍	**Cause** The specified job template server is incorrect. **Remedy** Check the settings for the job template server.
027-744			❍		❍	**Cause** There is a problem in the domain name of the job template server. **Remedy** Make sure that the DNS server connection and the domain name are registered to the DNS server.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
027-745			○		○	**Cause** The address of the DNS server is not registered on the machine. **Remedy** Either register the address of the DNS server on the machine or set the address of the job template server by an IP address.
027-746			○		○	**Cause** The specified job template pool server protocol settings are incorrect. **Remedy** Set up the correct port.
027-750					○	**Cause** Attempted to command a print job to a scanned document. **Remedy** Scanned document cannot be printed. Configure the job flow correctly.
027-751					○	**Cause** When following the job flow, an error occurred. **Remedy** Check the settings for the job flow.
027-752					○	**Cause** In a job flow, a job start was specified before a required item was input. **Remedy** Configure a default to input the required item in the job flow or change the job flow to have the required item link to the mailbox.
027-753					○	**Cause** The necessary port for the job flow is either not enabled or is unavailable. **Remedy** Have your System Administrator check the port status.
027-770		○			○	**Cause** PDL (Printer Description Language) error detected by the controller while processing a network print job. **Remedy** Cancel and resend the print job. If problem continues, reboot both the controller and the printer and resend job. If the problem persists, call the Customer Support Centre for further help/instructions.
027-771		○			○	**Cause** Disk full error message on the controller. **Remedy** Cancel job. Delete unwanted files from the controller. Resend the network print job.
027-796		○		○	○	**Cause** When the machine is configured to only print attached documents when received by mail, a message with no attachments is discarded upon receipt. **Remedy** To print the mail body or header information as well, change settings in the CentreWare Internet Services Properties screen. Refer to “E-mail Print” in the System Administration Guide.
027-797				○	○	**Cause** Invalid received mail output destination. **Remedy** Specify a correct output destination and send the mail again.
062-211					○	**Cause** An error occurred in the document feeder. **Remedy** Contact the Customer Support Center.
062-220					○	**Cause** The document scanner malfunctioned. **Remedy** Contact the Customer Support Center.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
062-277					❍	**Cause** A communications error occurred between the document scan unit and the document feeder. **Remedy** Contact the Customer Support Center.
062-278					❍	**Cause** An error occurred in the document scanner. **Remedy** Power-cycle the machine. If the document scanner error is not fixed by performing the relevant remedy, contact the Customer Support Center.
062-790					❍	**Cause** The scanned document is copy-protected. **Remedy** Refer to the Safety Guide, and check to see if the document can be copied.
063-210					❍	Refer to 062-211.
065-210					❍	**Cause** An error occurred with the machine. **Remedy** Contact the Customer Support Center.
065-215 065-216						**Cause** An error occurred in the document scanner. **Remedy** Power-cycle the machine. If the document scanner error is not fixed by performing the relevant remedy, contact the Customer Support Center.
071-210					❍	**Cause** Paper Tray 1 malfunctioned. **Remedy** Contact the Customer Support Center. Trays other than Paper Tray 1 can be used.
072-210					❍	**Cause** Paper Tray 2 malfunctioned. **Remedy** Contact the Customer Support Center. Trays other than Paper Tray 2 can be used.
073-210					❍	**Cause** Paper Tray 3 malfunctioned. **Remedy** Contact the Customer Support Center. Trays other than Paper Tray 3 can be used.
074-210					❍	**Cause** Paper Tray 4 malfunctioned. **Remedy** Contact the Customer Support Center. Trays other than Paper Tray 4 can be used.
075-210 075-211					❍	**Cause** Paper Tray 5 (bypass) malfunctioned. **Remedy** Power-cycle the machine. If the tray error is not fixed by performing the relevant remedy, contact the Customer Support Center.
077-142		❍				**Cause** A "Pretransfer sensor ON" indicates a jam; this jam may be caused by any of the following conditions: An error by the Pretransfer sensor, a worn fuser roll, foreign material (such as paper) in the machine, or using media stock that is not supported by the machine. **Remedy** Clear jammed paper.
078-210 078-211					❍	**Cause** Optional High Capacity Feeder Tray (paper trays 6 & 7) malfunctioned. **Remedy** Check the paper setting of paper trays 6 and 7 and power-cycle the machine. If the trays errors are not fixed by performing the relevant remedy, contact the Customer Support Center. Trays other than 6 and 7 may be used in the interim.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
078-213 078-214 078-282 078-283					❍	**Cause** Paper Tray 5 (Bypass) malfunctioned. **Remedy** Power-cycle the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.
078-260 078-261 078-262 078-263 078-264 078-265 078-266 078-267 078-268 078-269 078-270 078-271 078-272 078-273 078-274 078-275 078-276 078-277 078-278 078-279 078-280		O				**Cause** Paper Tray 6 malfunctioned. **Remedy** Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.
078-281		O				Check the paper loaded in Tray 5 and then power off/on the printer.
078-282		O				Power off/on the printer.
091-311					❍	**Cause** Charge Corotron cleaner failure. **Remedy** Power-cycle the machine. If the error is not fixed by performing the relevant remedy, contact the Customer Support Center.
116-701	❍	❍				**Cause** 2 sided print could not be made. **Remedy** Print each side separately.
116-702		❍				**Cause** Printing was performed using a substitute font. **Remedy** Check the print data.
116-703		❍				**Cause** An error occurred during PostScript processing. **Remedy** Either confirm the print data or click Spool Settings on the **Details** tab in the print driver to set bi-directional communications to off.
116-710		❍				**Cause** A probable cause is that the correct document size could not be judged as the receive data exceeded the HP-GL/2 spool size. **Remedy** Increase the size assigned to HP-GL/2 auto-layout memory.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
116-713					❍	**Cause** Job was divided and printed due to insufficient disk space. **Remedy** Remove unnecessary data from the hard disk to increase free disk space.
116-714		❍				**Cause** An HP-GL/2 command error occurred. **Remedy** Check the print data.
116-720		❍				**Cause** An error occurred during printing as there was insufficient memory. **Remedy** Stop unnecessary ports and remove unnecessary data from the hard disk to increase free disk space.
116-740		❍				**Cause** Numerical value operation error occurred as a value exceeding the value limit of the printer was used in the print data. **Remedy** Check the print data.
116-747		❍				**Cause** There are too many paper margin values for the HP-GL/2 effective coordinate area. **Remedy** Reduce the paper margin values, and instruct it to print again.
116-748		❍				**Cause** There is no plot data in the HP-GL/2 print data. **Remedy** Check the print data.
116-749		❍				**Cause** Job cancelled because the specified font was unavailable. **Remedy** Install the font or set up a font replacement on the print driver side.
116-771 116-772 116-773 116-774 116-775 116-776 116-777 116-778 116-790		❍				**Cause** There was a problem with parameters in the JBIG data. They were automatically edited. **Remedy** If any problem occurs in job result, try to process the job again.
116-780				❍	❍	**Cause** There is a problem with the document attached to the received mail. **Remedy** Check the attached document.
123-400		❍				**Cause** A malfunction occurred in the machine. **Remedy** Power-cycle the machine. If the machine error is not fixed by performing the relevant remedy, contact the Customer Support Center.
127-210		❍			❍	**Cause** Communication error between the printer and the controller. Error detected by the printer. **Remedy** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.

Error Code	Category					Cause and Remedy
	C	P	S	M	O	
127-211		❍			❍	**Cause** Detected a communication error between the printer and the controller. **Remedy** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.
127-212		❍			❍	**Cause** Detected an internal print check error by the controller. **Remedy** Remove and reinsert the command/video cable between the controller and the printer. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.
127-213		❍			❍	**Cause** Detected a mismatch with the software version of the controller. **Remedy** Contact the Customer Support Center for information and/or instructions to remedy the problem.
127-220		❍			❍	**Cause** Detected a communication error of the video system by the controller. **Remedy** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center
127-221		❍			❍	**Cause** Detected a communication error by the controller. **Remedy** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.
127-311		❍			❍	**Cause** Detected a fatal error by the controller. **Remedy** Power on/off both the controller and the printer. If the problem persists, contact the Customer Support Center.

Remedies are described in this section for situations in which the following messages are displayed.

Error Code Message	Category					Cause and Remedy
	C	P	S	M	O	
A malfunction occurred. Power-cycle the machine. (xxx-yyy)	○	○	○	○	○	**Cause** An error occurred. **Remedy** Turn off the power, wait until the Control Panel display goes dark and then turn on power again. If the message persists, record the displayed contents for **(xxx-yyy)**. Switch off the machine immediately, wait for the Control Panel display to go dark and contact the Customer Support Center.
Completed with an error. (xxx-yyy)	○	○	○	○	○	**Cause** An error occurred and the job completed. **Remedy** Retry operation after waiting for a period.
A fault has occurred. The machine has rebooted. Select **Close**. When in doubt, report the malfunction to our Call Center. (xxx-yyy)	○	○	○	○	○	**Cause** An auto-recoverable internal error occurred and the machine restarted automatically. **Remedy** Select the **Close** button. The machine is operating normally now. If the error persists, call contact the Customer Support Center.

Paper Jams

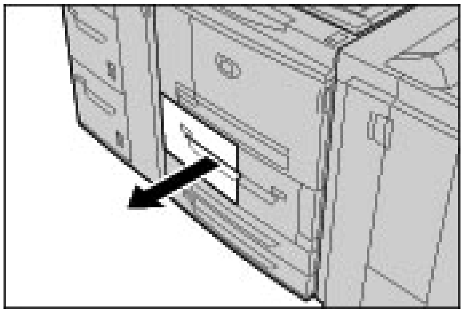
Review the following list to address paper jams:

- When paper jams inside the machine, the machine stops and an alarm sounds.
- Follow the instructions displayed on the controller to remove the jammed paper.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- If a piece of jammed paper remains inside the machine, the paper jam message will remain on the display.
- Paper jams can be removed with the machine still powered on. When the power is turned off, all information stored to the machine's memory will be erased.
- Do not touch components inside the machine. This can cause print defects.
- After clearing a paper jam, printing is automatically resumed from the state before the paper jam occurred.
- If a paper jam occurred during copying, press the **Start** button. Copying is resumed from the state before the paper jam occurred.

WARNING: When removing jammed paper, make sure that no pieces of jammed paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a piece of paper is stuck in a hidden area or paper is wrapped around the fuser unit or rollers, do not remove it forcefully. You can get injured or burnt. Switch off the machine immediately and contact the Customer Support Center.

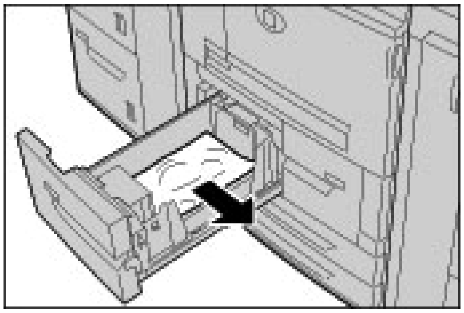
Paper Jams in Trays 1-4

1. Pull out the tray where the paper jam occurred.



NOTE: *To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.*

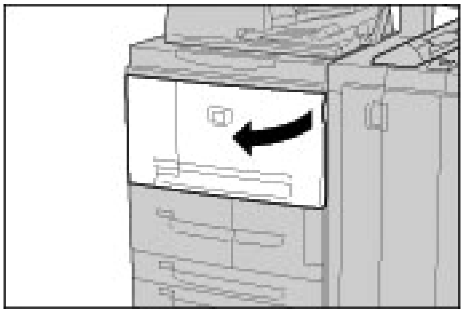
2. Remove the jammed paper and any torn pieces.



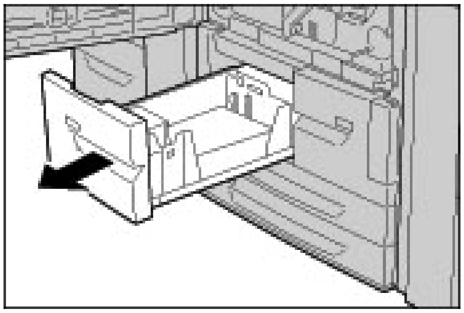
3. Push the tray in gently until it comes to a stop.

Paper Jams in Transport Unit 4

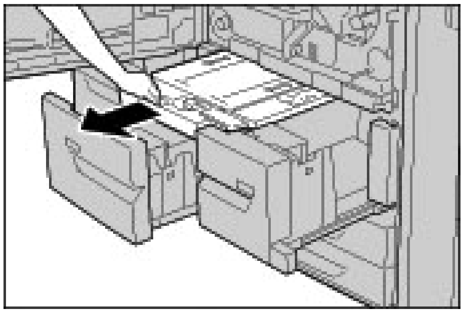
1. Make sure that the machine has stopped printing before opening the front cover.



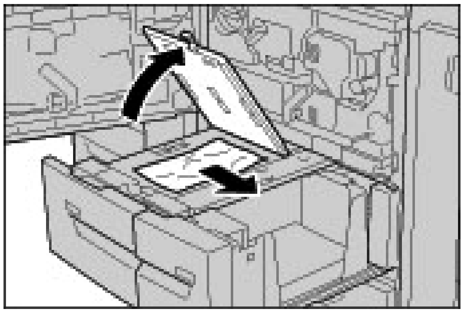
2. Pull out Tray 1.



3. Pull out Transport Unit 4. Tray 2 will come out as you pull out Transport Unit 4.



4. Lift up lever 4a and then remove the jammed paper.

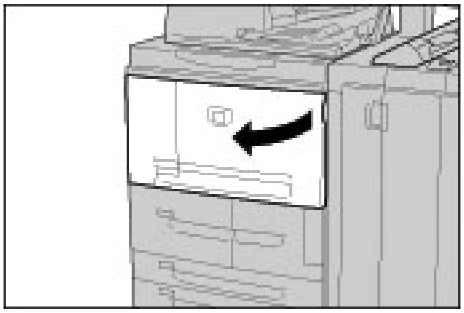


NOTE: *If paper is torn, check inside the machine and remove it.*

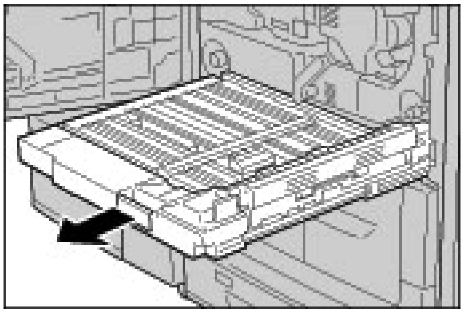
5. Return lever 4a to the original position.
6. Push Tray 2 in gently until it comes to a stop. Transport Unit 4 will be inserted simultaneously.
7. Push Tray 1 in gently until it comes to a stop.
8. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

Paper Jams in Duplex Module 3

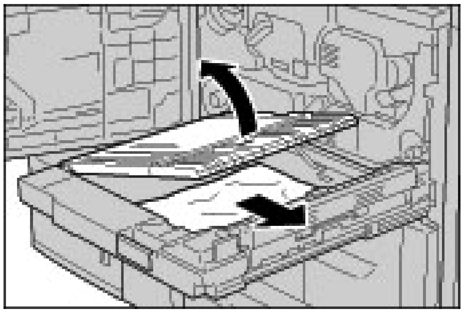
1. Make sure that the machine has stopped printing before opening the front cover.



2. Pull out Duplex Module 3.

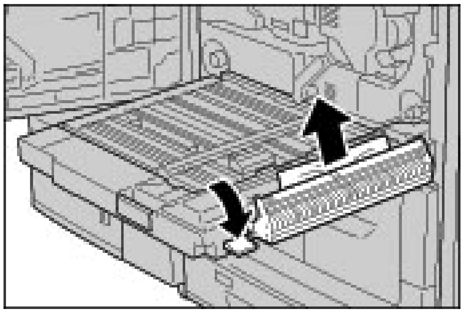


3. Move the release lever 3a to remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

4. Move lever 3b to the right and then remove the jammed paper.

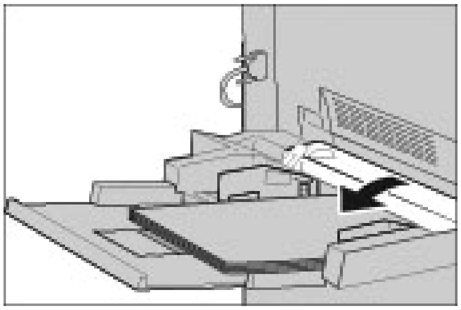


NOTE: *If paper is torn, check inside the machine and remove it.*

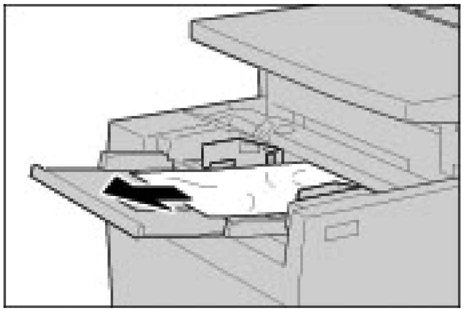
5. Push the duplex module in gently until it comes to a stop.
6. Return all levers to their starting positions.
7. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

Paper Jams in Tray 5 (Bypass)

1. When optional high capacity feeder tray is not installed, open the top cover of paper Tray 5 (Bypass).

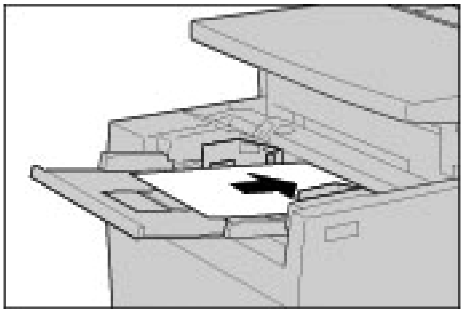


2. Remove the jammed paper and all paper loaded in paper Tray 5 (Bypass).



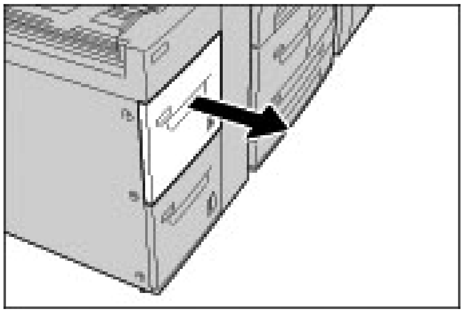
NOTE: *If paper is torn, check inside the machine and remove it.*

3. Fan the paper you removed making sure that all four corners are neatly aligned.
4. Insert the paper into the tray with the printing side facing up until its leading edge lightly comes up against the paper feed entrance.



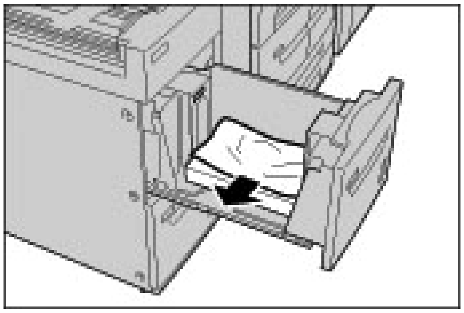
Paper Jams in optional Trays 6 and 7 (High Capacity Feeder Tray)

1. Pull out the tray where the paper jam occurred.



***NOTE:** To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.*

2. Remove the jammed paper.

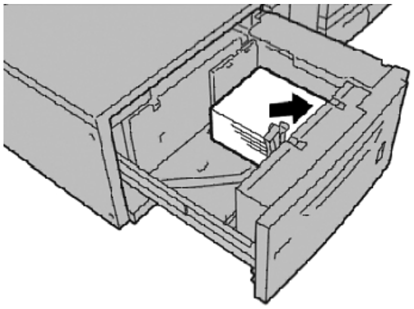


***NOTE:** If paper is torn, check inside the machine and remove it.*

3. Push the tray in gently until it comes to a stop.

Paper jams in optional Tray 6 (Oversized High Capacity Feeder)

1. Pull out Tray 6.



***NOTE:** To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.*

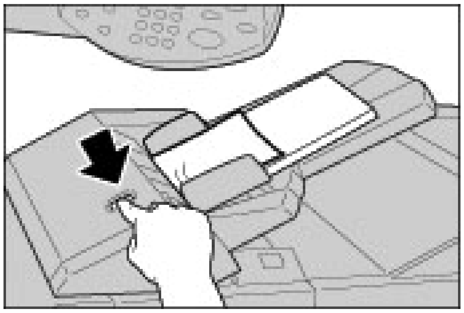
2. Remove the jammed paper.

***NOTE:** If paper is torn, check inside the machine and remove it.*

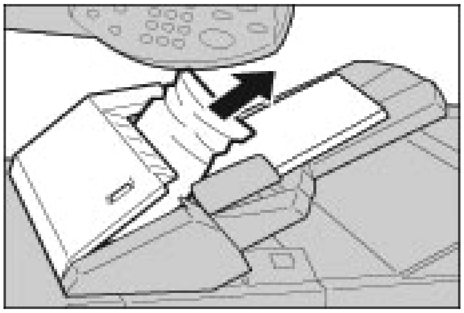
3. Push the tray in gently until it comes to a stop.

Paper Jams in Tray 8 (Post-Process inserter)

1. Press the **Cover** button.

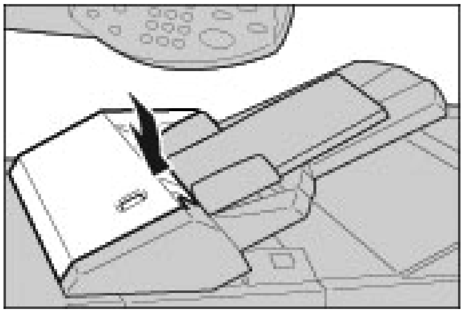


2. Open cover 1e and then remove the jammed paper and all paper loaded in the Post-Process Inserter.



***NOTE:** If paper is torn, check inside the machine and remove it.*

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.
4. Push cover 1e until you hear it click into place.

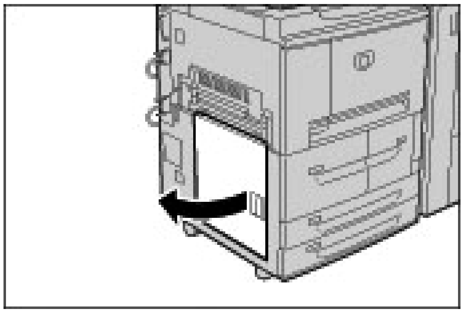


NOTE: *A message will be displayed and the machine will not operate if the cover is open even slightly.*

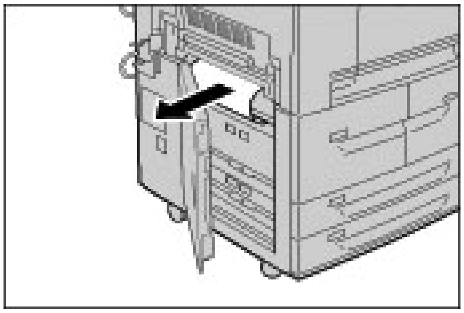
Paper Jams in Lower Left Cover

NOTE: *This procedure shows how to clear a jam without the HCF (Trays 6 and 7) being present. If you have an HCF, open the Front Cover to optional Trays 6 and 7 to access this area.* ***(NEW TASK TO BE ADDED FOR FRONT COVER)***

1. Open the lower left cover while gripping the release lever.



2. Remove the jammed paper.

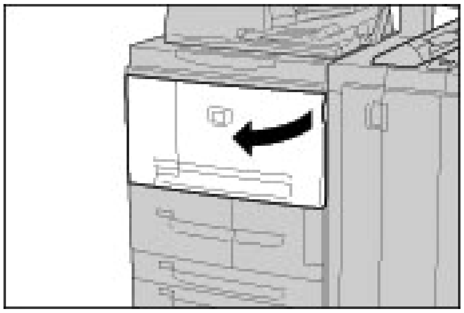


NOTE: *If paper is torn, check inside the machine and remove it.*

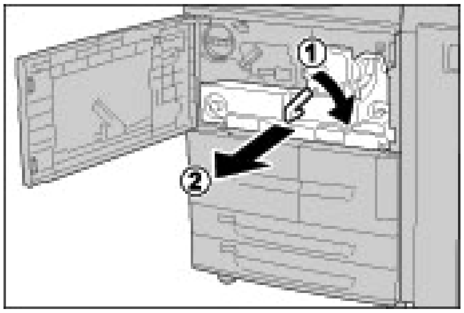
3. Close the lower left cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams inside body

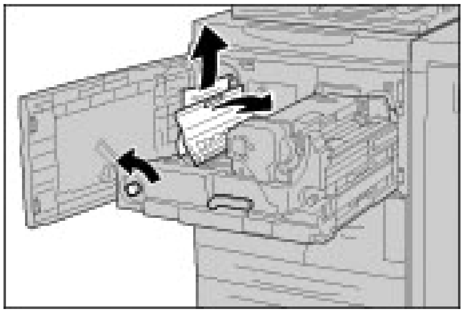
1. Make sure that the machine has stopped printing before opening the front cover.



2. Turn the green lever at the center of the transfer module to the right until it is in the horizontal position and then pull the transfer module out to the end.

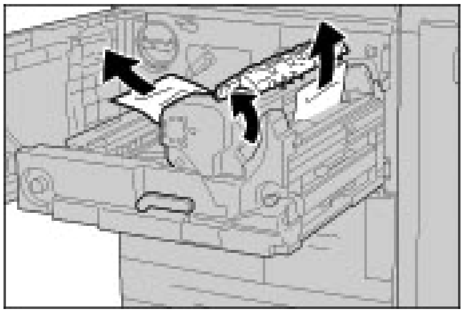


3. Lift up lever 2b to remove jammed paper. Then turn knob 2a to remove jammed paper.



WARNING: Never touch a labeled area (found on the fuser unit or nearby) indicating “High Temperature” and “Caution.” Contact can lead to burns.

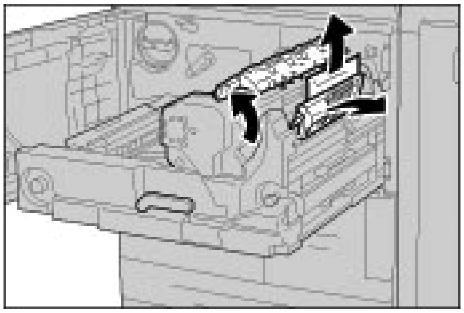
4. If the jam occurs at the top of the transfer module or inside the fuser unit:
    a. Open the Front cover.
    b. Unlock the unit by pushing down on lever 2.
    c. Pull the fuser drawer towards you until it stops.
    d. Remove the jammed paper by pulling it out towards the left. If the jammed paper cannot be removed, then,
    e. Lift up lever 2c and remove the jammed paper.



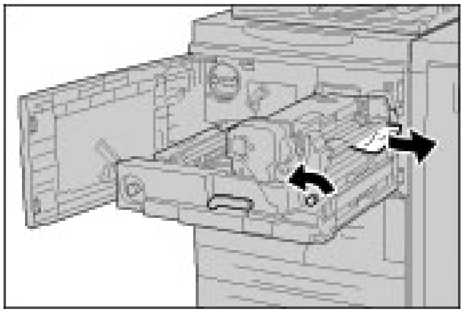
WARNING: Never touch the six Fuser Stripper Fingers which are visible when you lift up the lever 2c. Fuser Stripper Fingers are HOT can lead to burns if touched.

WARNING: Never touch a labeled area (found on the fuser unit or nearby) indicating “High Temperature” and “Caution.” Contact can lead to burns.

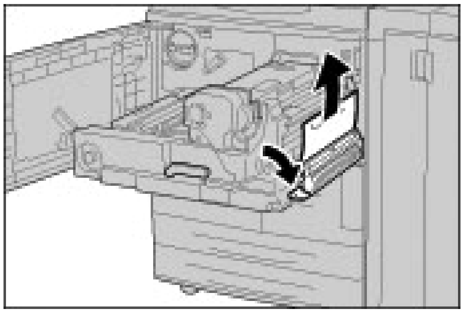
5. Lift up the lever 2c as necessary, shift the lever 2d, and then remove the jammed paper.



6. Turn the knob 2f as necessary and then remove the jammed paper.

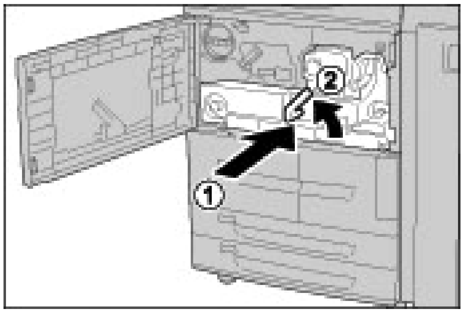


7. Shift lever 3b on the right of the fuser unit as necessary and then remove the jammed paper.



KEY POINT: If the jammed paper remains inside and it is difficult to remove, pull out the duplex module after returning the transfer module to the original position. Then try again.

8. Insert the transfer module completely and turn the green lever 2 to the left.



NOTE: *If the lever cannot be turned, pull the transfer module to the middle and insert it again.*

9. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

Paper Jams Inside Finisher Left Cover

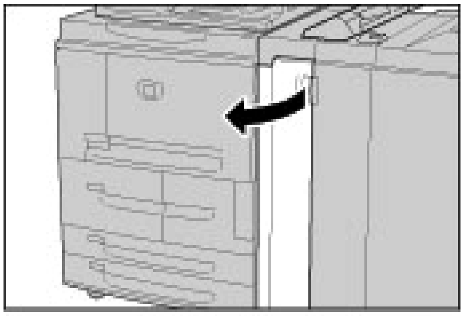
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at lever 1a and knob 1c
- Paper jams at lever 1d
- Paper jams at lever 1b

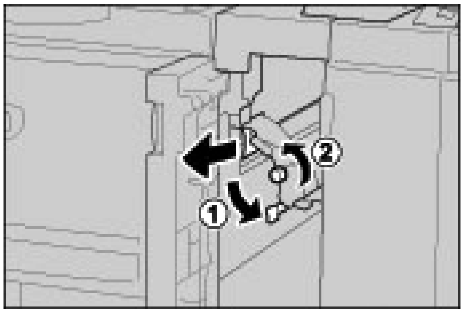
NOTE: *Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.*

Paper jams at lever 1a and knob 1c

1. Make sure that the machine has stopped and then open the left cover on the finisher.

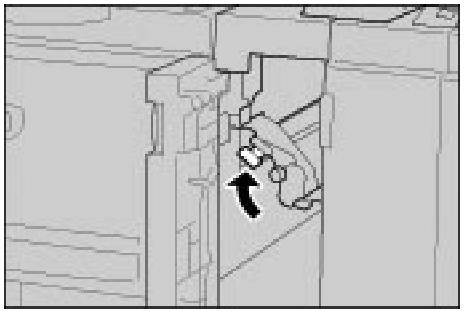


2. Move lever 1a downwards and turn knob 1c left. Remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

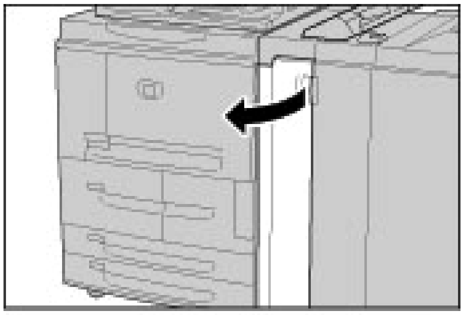
3. Return lever 1a to the original position.



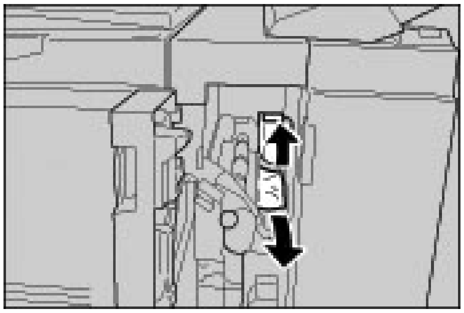
4. Close the Finisher left cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 1d

1. Make sure that the machine has stopped printing and then open the left cover on the finisher.

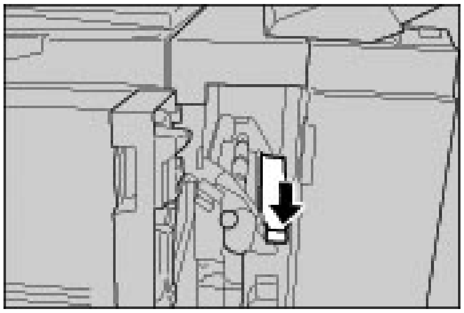


2. Move lever 1d upwards and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

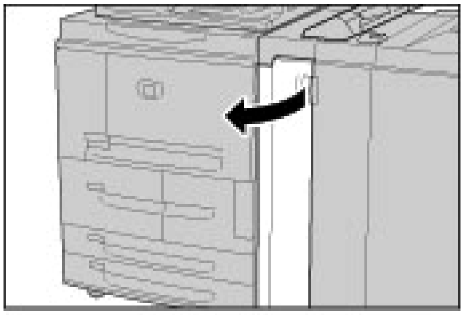
3. Return lever 1d to the original position.



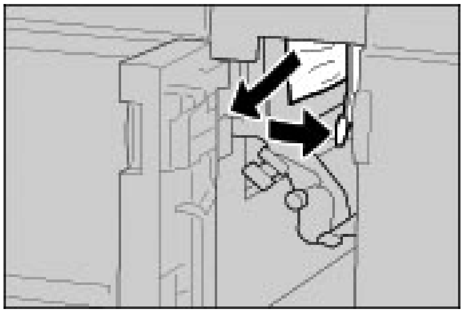
4. Close the Finisher left cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 1b

1. Make sure that the machine has stopped printing and then open the left cover on the finisher.

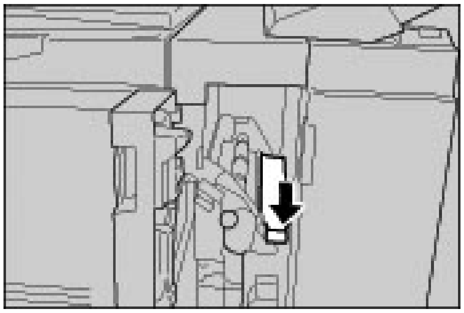


2. Move lever 1b to the right and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

3. Return lever 1b to the original position.



4. Close the Finisher left cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams Inside Finisher Right Cover

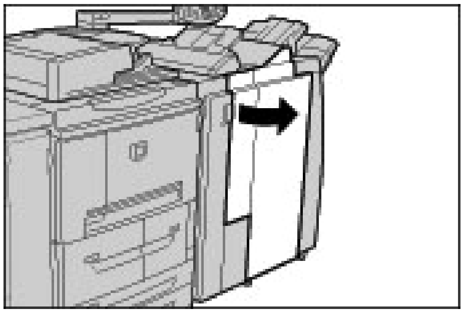
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at lever 3b and 3d
- Paper jams at lever 3e and knob 3c
- Paper jams at lever 3g and knob 3f
- Paper jams at lever 4b and knob 3a

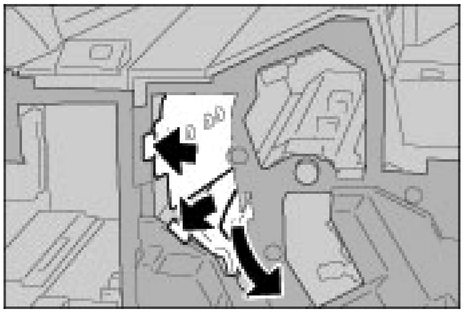
NOTE: *Remedies differ according to the paper jam location. Follow the instructions displayed and remove the jammed paper.*

Paper jams at lever 3b and 3d

1. Make sure that the machine has stopped printing and then open the Right Cover on the finisher.

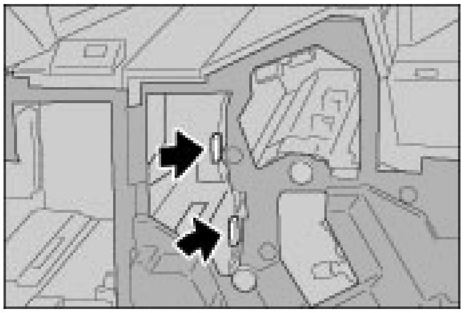


2. Move levers 3b and 3d to the left, and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

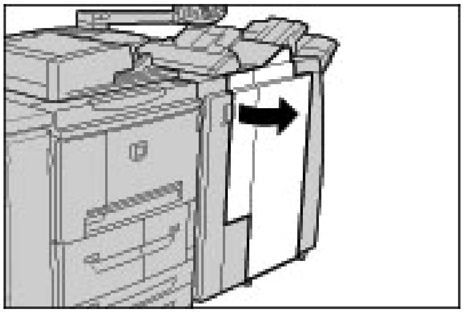
3. Return levers 3b and 3d to the original position.



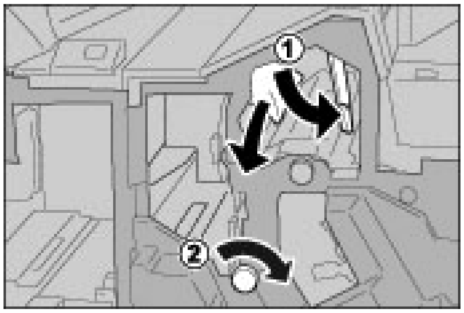
4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 3e and knob 3c

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

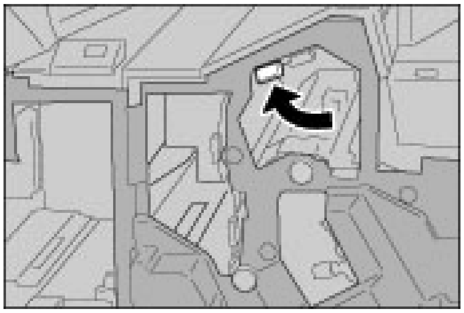


2. Move lever 3e, turn knob 3c to the right, and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

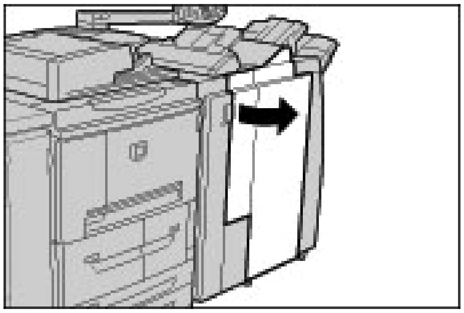
3. Return lever 3e to the original position.



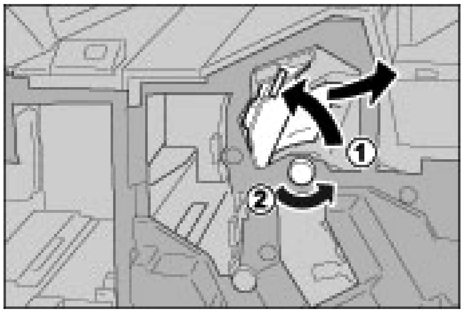
4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 3g and knob 3f

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

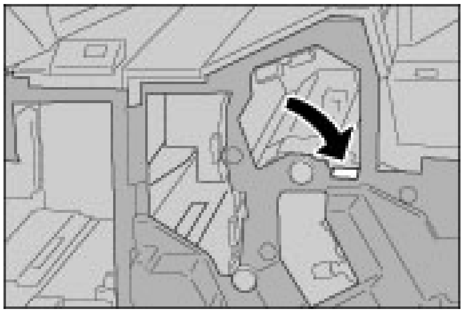


2. Move lever 3g upward and to the left, turn knob 3f to the left, and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

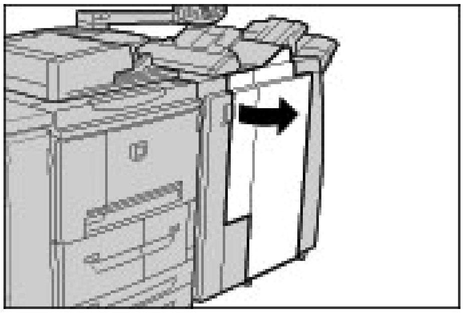
3. Return lever 3g to the original position.



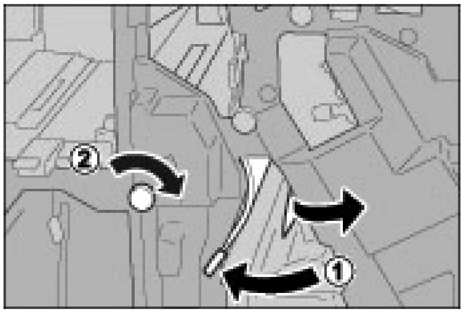
4. Close the right cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 4b and knob 3a

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

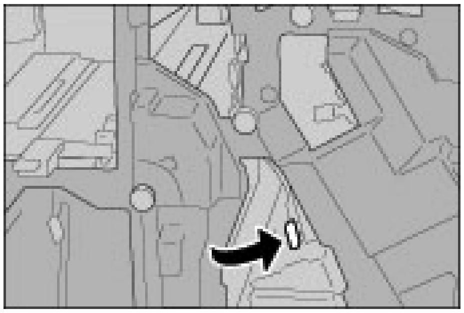


2. Move lever 4b to the left, turn knob 3a to the right, and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

3. Return lever 4b to the original position.



4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams at Z Folding Unit

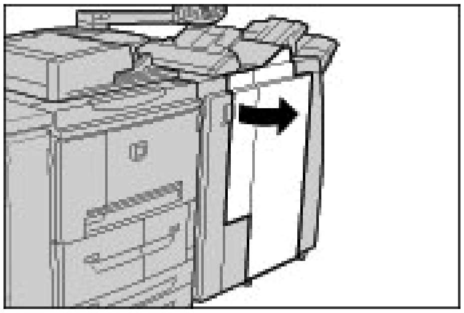
This section explains how to remove jammed paper from inside the Z folding unit installed in the Standard Finisher or a Booklet Maker Finisher (optional).

- Paper jams at lever 2a and knob 3a
- Paper jams at lever 2b and knob 2c
- Paper jams at knob 2c, levers 2e/2f and tri-fold output tray 2d.
- Paper jams at tri-fold output tray 2d and lever 2g
- Paper jams at unit 4 and knob 4a

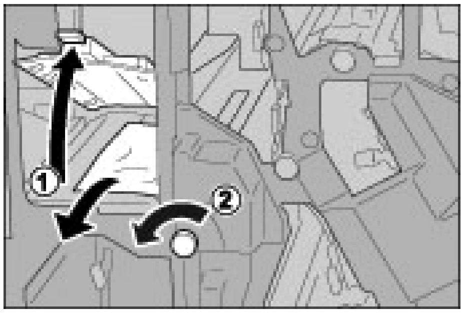
NOTE: *Jam clearance remedies differ according to the paper jam location, so follow the displayed instructions.*

Paper jams at lever 2a and knob 3a

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

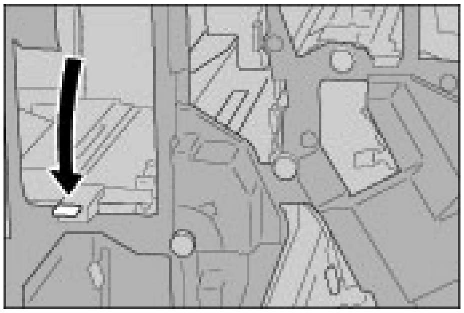


2. Move lever 2a up and turn knob 3a to the left. Remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

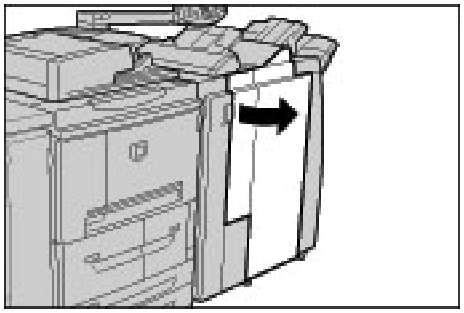
3. Return lever 2a to the original position.



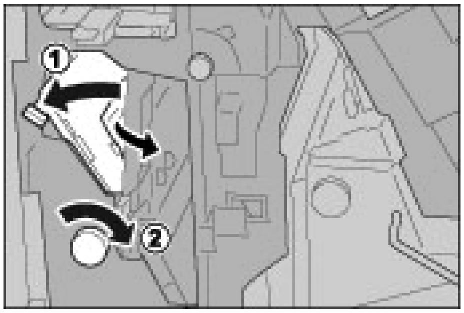
4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 2b and knob 2c

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

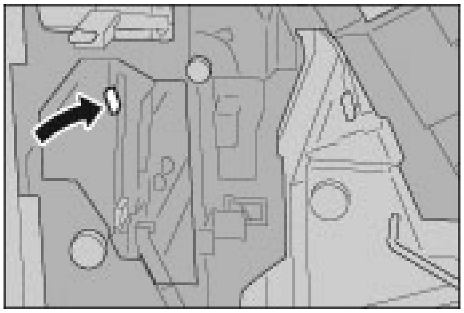


2. Move lever 2b, turn knob 2c to the right, and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

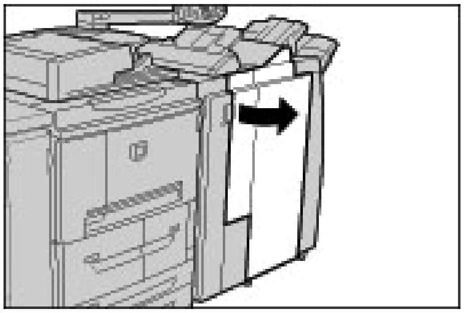
3. Return lever 2b to the original position.



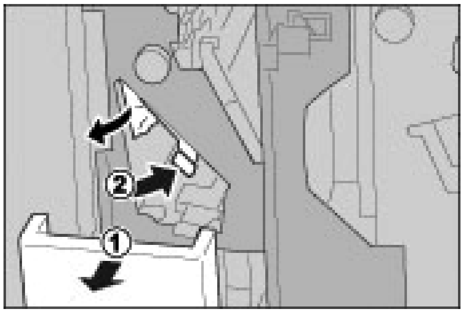
4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at knob 2c, levers 2e/2f and tri-fold output tray 2d

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

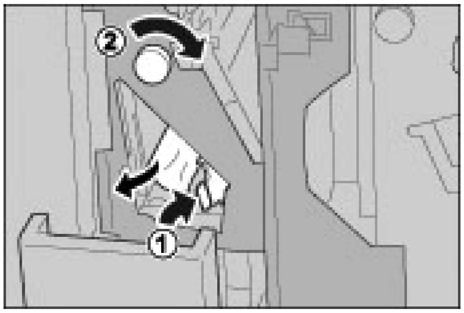


2. Pull out the tri-fold output tray 2d, swing lever 2e to the right, and remove the jammed paper.



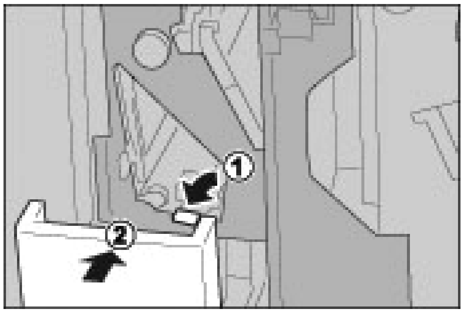
NOTE: *If paper is torn, check inside the machine and remove it.*

3. If you cannot remove the paper in Step 2, turn knob 2c to the right, then remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

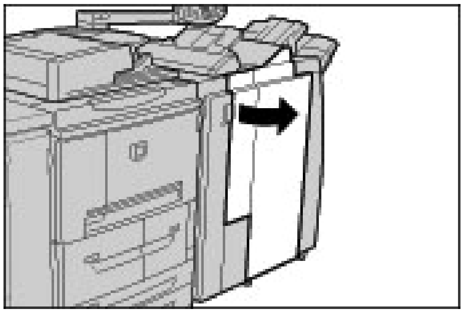
4. Swing back the opened lever (2f or 2e), and push back the tri-fold output tray 2d.



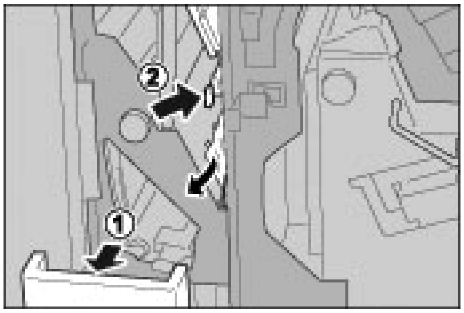
5. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at tri-fold output tray 2d and lever 2g

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

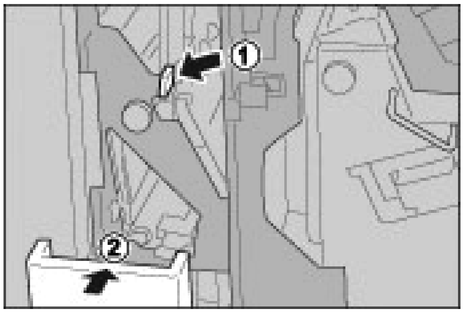


2. Pull out the tri-fold output tray 2d, swing lever 2g to the right, and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

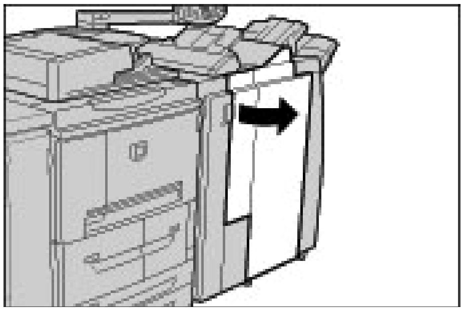
3. Return lever 2g to the original position and push back the tri-fold output tray 2d.



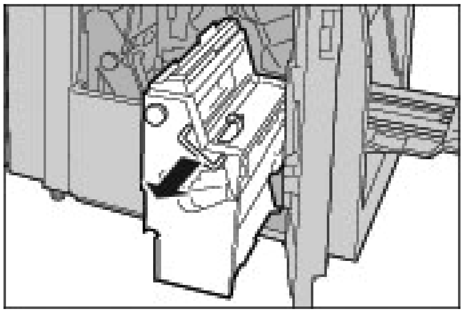
4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper jams at unit 4 and knob 4a

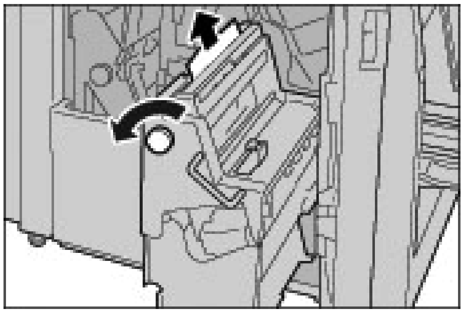
1. Make sure that the machine has stopped printing and then open the right cover on the finisher.



2. Pull out unit 4.

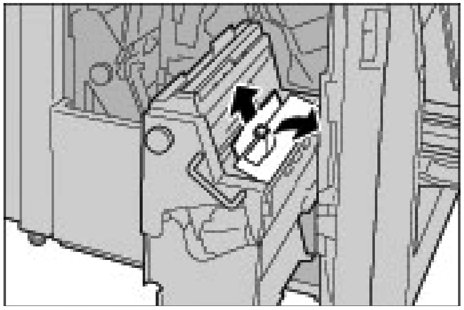


3. Turn knob 4a to the left to remove all the jammed paper from the left side of the unit 4.



NOTE: *If paper is torn, check inside the machine and remove it.*

4. If the paper cannot be removed, pull up on the green lever on the right top cover unit 4 and remove all the jammed paper.



5. Return unit 4 to the original position.
6. Close the finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams at Output Area of Finisher

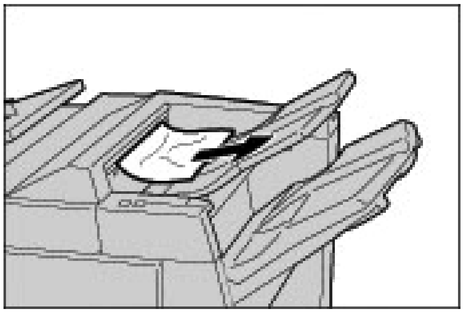
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at output tray
- Paper jams at finisher tray
- Paper jams at booklet output tray

***NOTE:** Jam clearance remedies differ according to the paper jam location, so follow the displayed instructions.*

Paper jams at output tray

1. Remove jammed paper from the output tray.

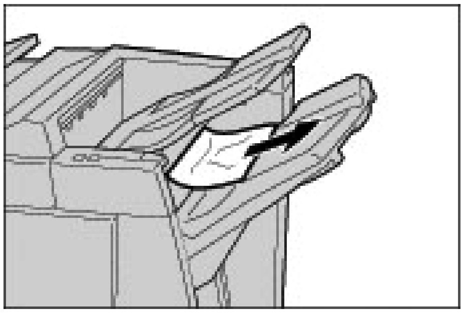


***NOTE:** If paper is torn, check inside the machine and remove it.*

2. Open and then close the right cover of the finisher completely. The machine will not operate if the cover is open even slightly.

Paper jams at finisher tray

1. Remove jammed paper from the finisher tray.

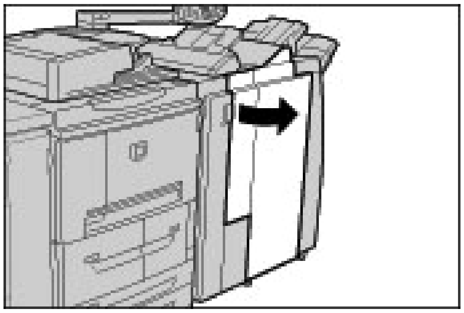


***NOTE:** If paper is torn, check inside the machine and remove it.*

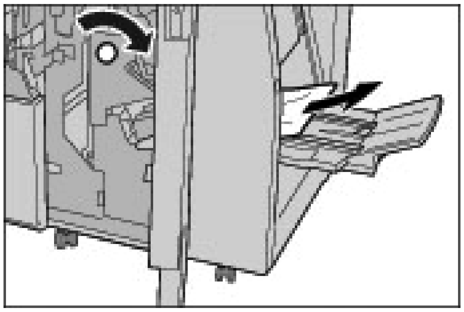
2. Open and then close the right cover of the finisher completely. The machine will not operate if the cover is open even slightly.

Paper jams at booklet output tray

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.



2. Turn knob 4a to the right to remove the jammed paper at the booklet output tray.



NOTE: *If paper is torn, check inside the machine and remove it.*

3. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams at the optional High Capacity Feeder Unit

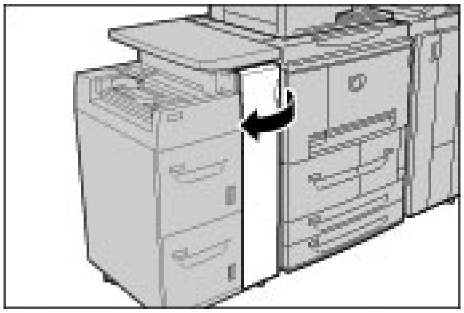
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams in Lower Left Cover
- Paper jams at lever 1a and Knob1c
- Paper jams at lever 1b
- Paper jams at lever 1d

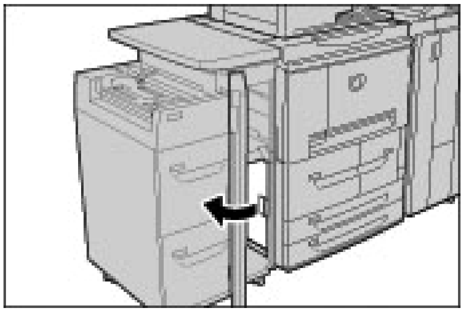
NOTE: *Jam clearance remedies differ according to the paper jam location, so follow the displayed instructions.*

Paper jams in Lower Left Cover

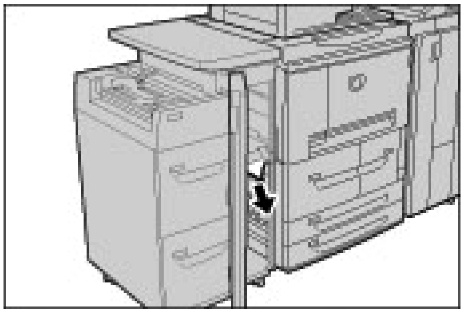
1. Open the front cover of the optional high capacity feeder unit.



2. Open the lower left cover while gripping the release lever.



3. Remove the jammed paper.



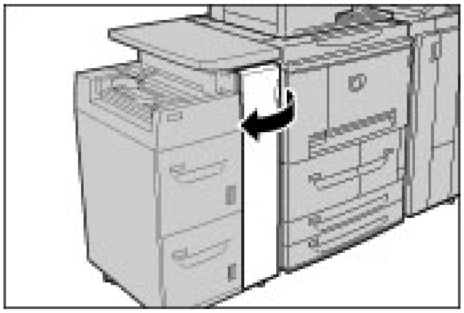
NOTE: *If paper is torn, check inside the machine and remove it.*

4. Close the lower left cover.

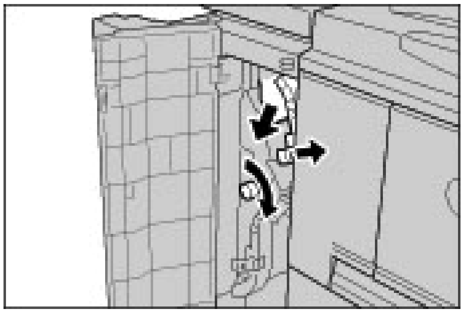
5. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 1a and Knob 1c

1. Open the front cover of the high capacity feeder unit.

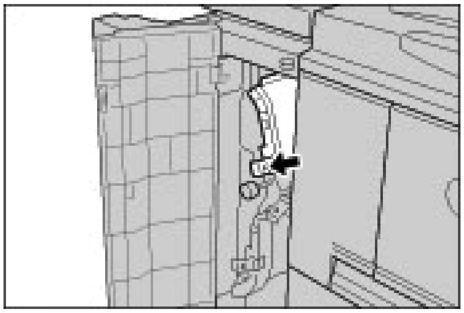


2. Move lever 1a to the right and turn knob 1c to the right. Remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

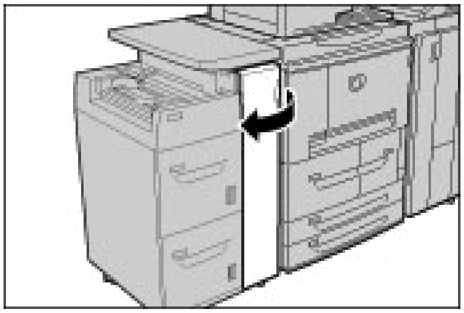
3. Return lever 1a to the original position.



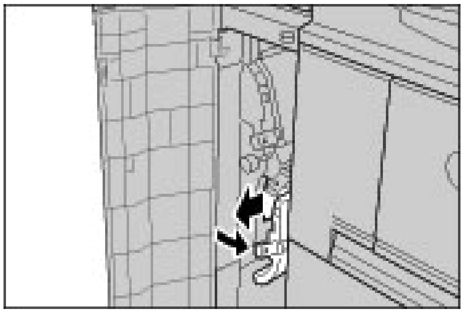
4. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 1b

1. Open the front cover of the high capacity feeder unit.

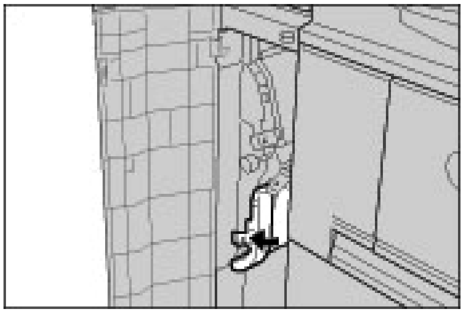


2. Move lever 1b to the right and turn knob 1c to the right. Remove the jammed paper.



***NOTE:** If paper is torn, check inside the machine and remove it.*

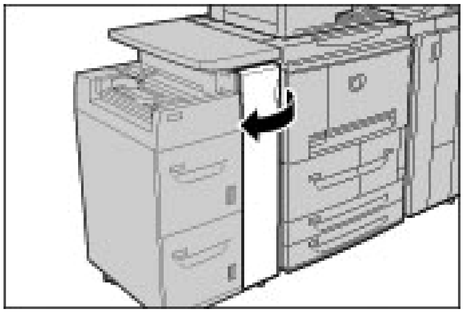
3. Return lever 1b to the original position.



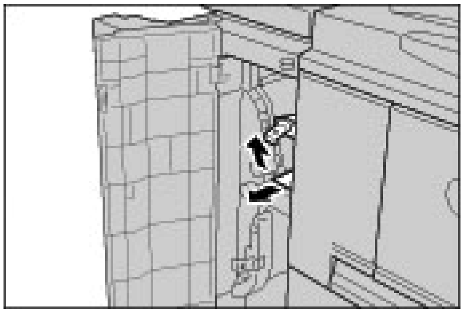
4. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.

Paper jams at lever 1d

1. Open the front cover of the high capacity feeder unit.

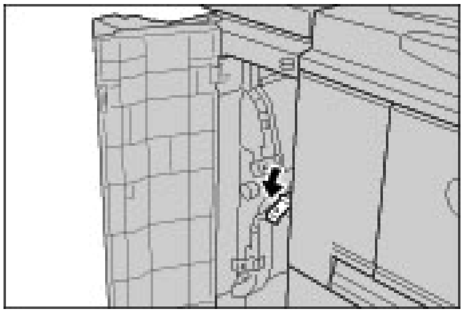


2. Move lever 1d upwards and remove the jammed paper.



NOTE: *If paper is torn, check inside the machine and remove it.*

3. Return lever 1d to the original position.



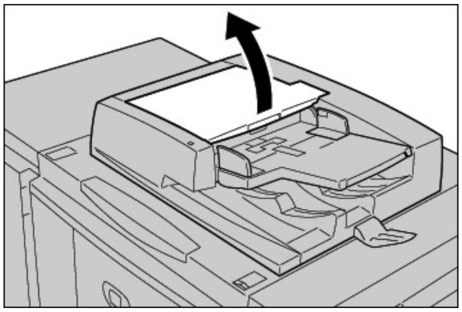
4. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.

Document jams

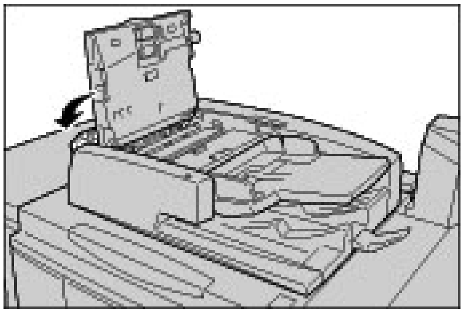
Document jams can occur at the document cover and at the output area.

Document jams at cover

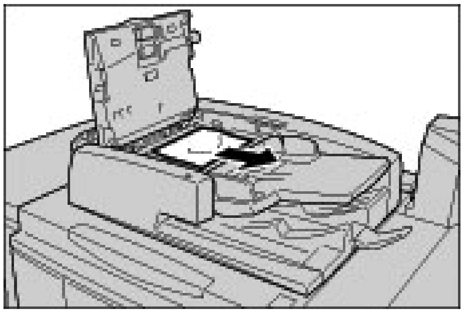
1. Gently lift the latch of the DADF top cover until it is completely open.



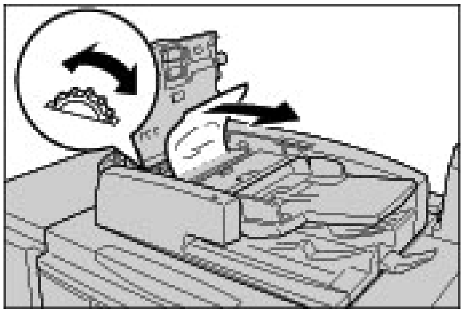
2. Open the left cover until it comes to a stop.



3. If the document is not caught in the input section, you can remove it.

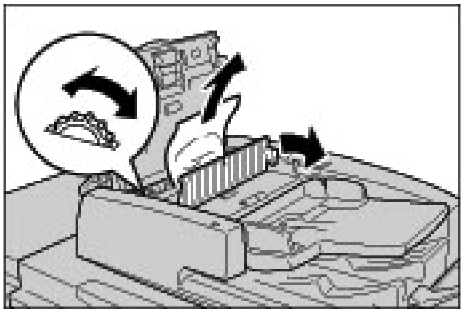


4. If you are instructed to turn the wheel, turn the green wheel to eject the document upward.



NOTE: *If the document is stuck, do not pull on it forcefully, as this could damage the document.*

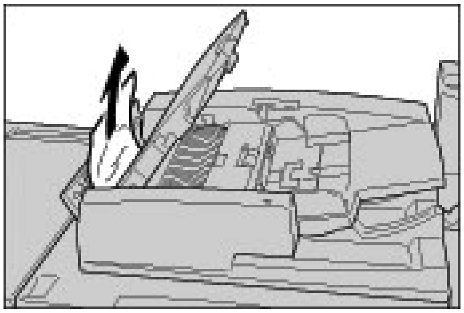
5. If you are instructed to open the inner cover, lift up the lever with the green seal on it, and open the inner cover. Remove the jammed document.



6. Turn the green wheel to eject the document upward.

NOTE: *If the document is stuck, do not pull on it forcefully, as this could damage the document.*

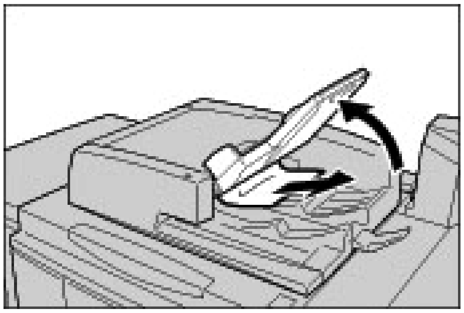
7. When the inside of the left cover is indicated, remove the jammed document.



8. Close the top cover of the inner cover until you hear it click into place.
9. Close the left cover of the document feeder until you hear it click into place.

10. To locate the document:

- Pick up the document feeder slowly, or,
- Pick up the document feeder tray.



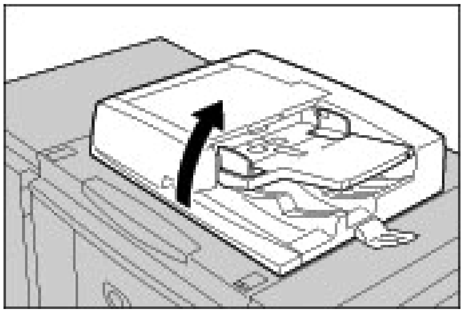
11. Gently return the document feeder tray to its original position.

12. After removing the jammed document, reload the entire document, including delivered document sheets. Be sure not to load torn, wrinkled or folded documents in the Document Feeder. The already scanned document sheets will automatically be skipped and scanning will resume from the document sheet last scanned prior to the jam.

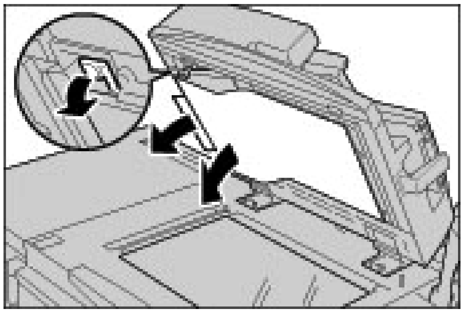
NOTE: *To scan torn, wrinkled or folded documents, use the Document Glass, only.*

Document jams at output area

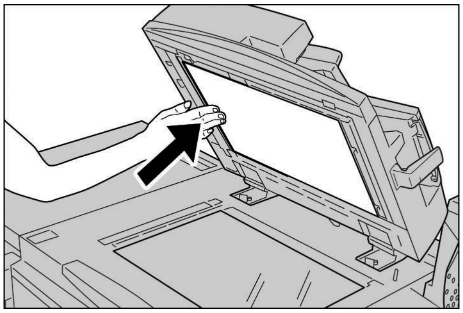
1. Open the document cover.



2. Open the belt area while gripping the lever and remove the jammed document.



3. Gently return the belt area to the original position.

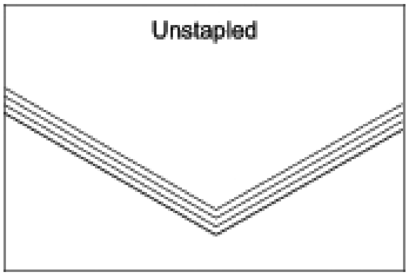


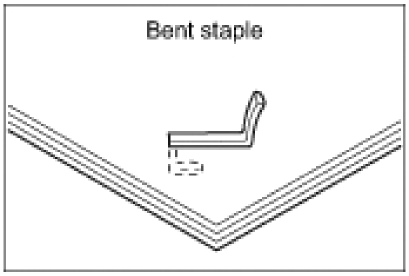
4. Put the DADF back in place.
5. After removing the jammed document, reload the entire document, including delivered document sheets. Be sure not to load torn, wrinkled or folded documents in the Document Feeder. The already scanned document sheets will automatically be skipped and scanning will resume from the document sheet last scanned prior to the jam.

NOTE: *To scan torn, wrinkled or folded documents, use the Document Glass, only.*

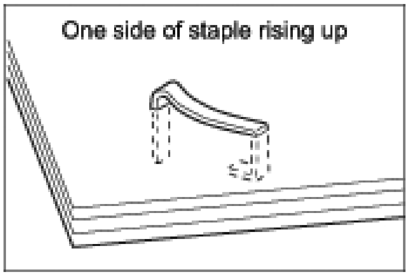
Stapler Faults

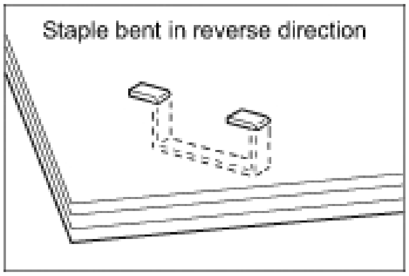
Perform the procedures on the following pages when copies are not stapled correctly or when staples are bent. Contact the Customer Support Center if the problem persists.

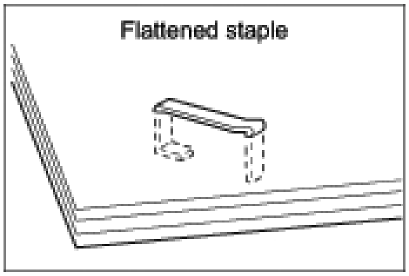


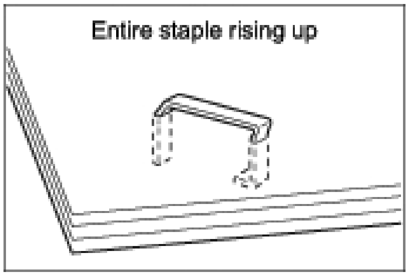

Bent staple

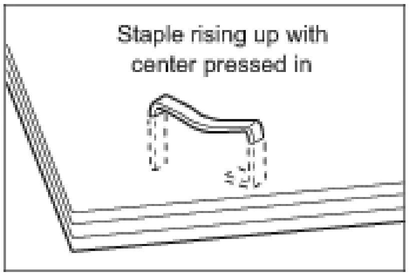
If stapling occurs in the manner shown in the below illustrations, contact the Customer Support Center.


One side of staple rising up


Staple bent in reverse direction


Flattened staple


Entire staple rising up

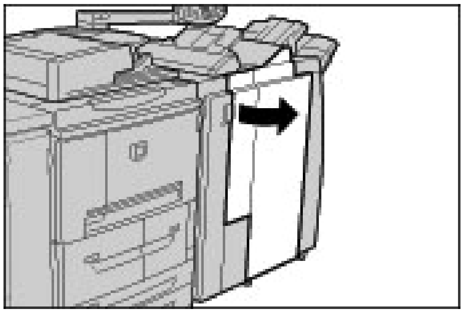

Staple rising up with
center pressed in

KEY POINT: Use the staple cartridge cover only when removing bent staples.

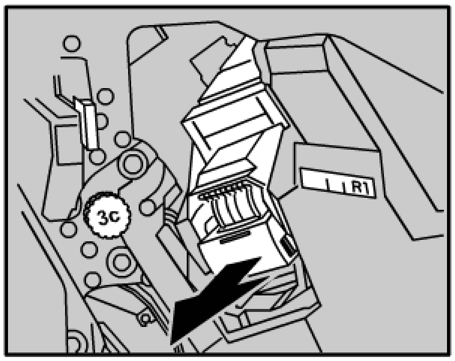
Staple jams in the staple cartridge

Finisher staple cartridge staple jams

1. Make sure that the machine has stopped printing and then open the front cover on the finisher.



2. Hold the R1 at the position shown in the diagram and pull straight out of the machine.

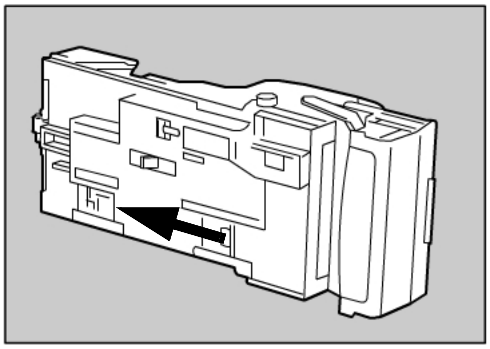


3. Pull out the staple cartridge and check the inside of the finisher for any remaining staples.

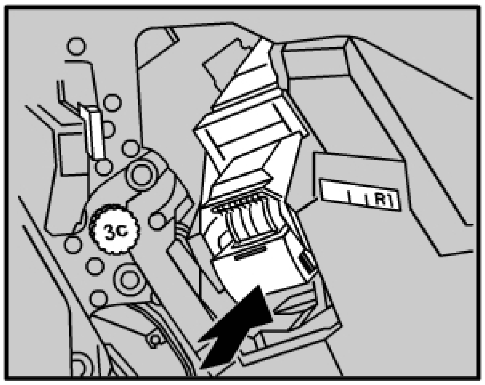
4. Open the staple cartridge cover and remove the jammed staple.

WARNING: Be careful when removing jammed staples to avoid hurting your fingers.

5. If the jammed staple cannot be removed, push the staple in the direction indicated by arrow shown in the illustration.



6. Push the cartridge back to the original position.

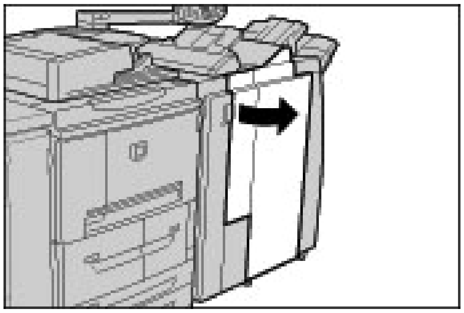


7. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

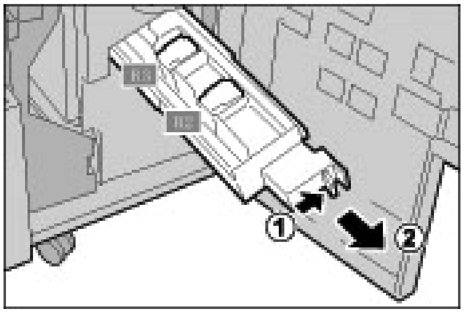
NOTE: If the staples cannot be removed after carrying out the above procedures, contact the Customer Support Center.

Booklet staple cartridge staple jams

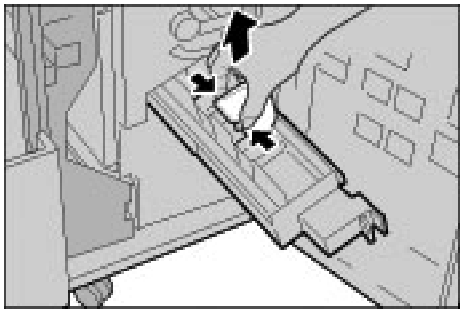
1. Make sure that the machine has stopped printing and then open the front cover on the finisher.



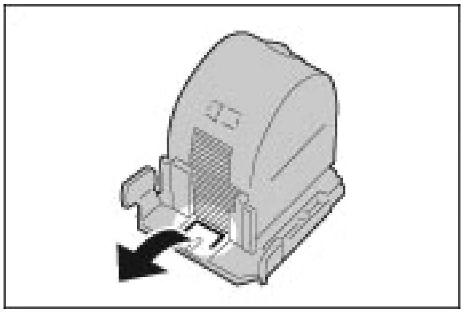
2. Pressing the lever to the right, pull out the staple cartridge.



3. Hold the tabs of the booklet staple cartridge and then lift to remove it.

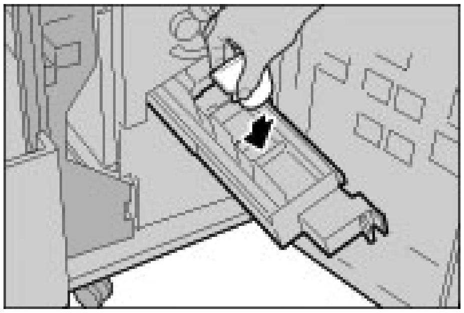


4. Remove the jammed staples as shown in the illustration.



WARNING: Be careful when removing jammed staples to avoid cutting and hurting your fingers.

5. Holding the tabs of the booklet staple cartridge, return the cartridge to the original position and gently push it until it clicks into place.



6. Return the unit to its original position.
7. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

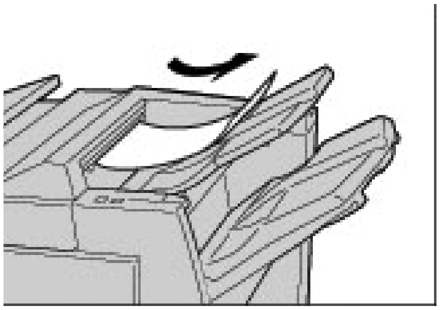
***NOTE:** If the staples cannot be removed after carrying out the above procedures, contact the Customer Support Center.*

Curled Output Solutions

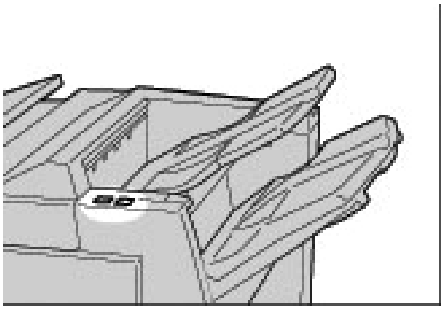
You can correct output paper curl by pressing the De-curl button.

The De-curl button functions while the machine is running or idled and powered on.

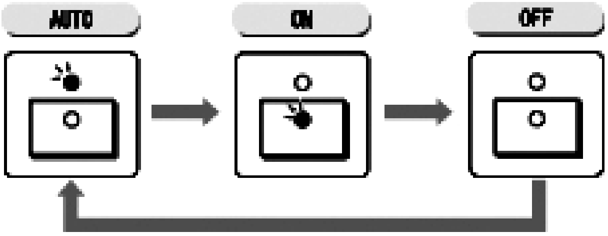
1. Check how the output copy is curled.



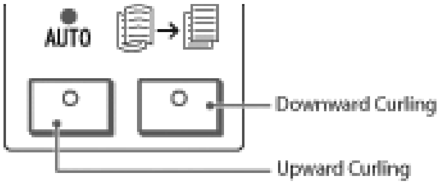
2. Check the De-curl lights.

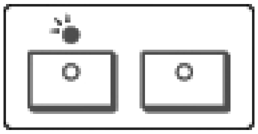
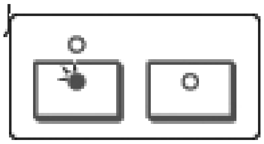
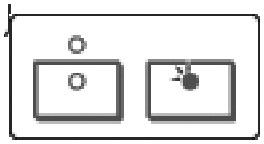
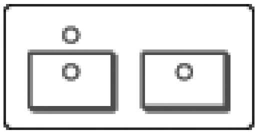


3. Press the **De-curl** button to the desired setting.



De-curl button Mode and function



De-curl button		Functions
Indicator	**Mode**	
	Auto	The curling correction is automatically performed according to the paper size or output orientation. We recommend that the De-curl feature be used in Auto mode. The Auto mode is entered in the following cases: • After turning on the machine power • After canceling Power Saver mode
	Upward Curling ON	Press to correct for upward curling.
	Downward Curling ON	Press to correct for downward curling.
	OFF	Press OFF when the output does not have curl.

13. Specifications

NOTE: *In the interests of product development, product specifications and external appearance are subject to change without prior notice.*

Copy specifications

Item	4112	4127
Copier Type	Console	
Scanning Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)	
Output Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)	
Graduation	256 gradation	
Warm-up Time	6 minutes or less (when the room temperature at 68° F/20° C)	5 minutes or less (when the room temperature at 68° F/20° C)
Copy Document	The maximum size is 297 × 432 mm (A3, 11 × 17") for both sheets and books	

Item	4112	4127

Copy Paper Size	• Max: A3/11 x 17 inch, 12.6 × 19.2" (330 × 488 mm)
	• Min: A5/5.75 x 8.25 inch (Postcard for Tray 5 (Bypass))
	• Image loss:
	  • Lead edge/trail edge: 0.157 in./4 mm or less
	  • Front/back 0.157 in./4 mm or less.	

	Paper Trays 1 - 2 • 8.5 x 11 in./A4▯ **Paper Trays 3 - 4** • A5, A4, A4▯, A3, B5, B4 • 8.5 × 11", 8.5 × 11▯", 8.5 × 13", 8.5 × 14", 11 × 17", 12.6 × 19.2", 13 × 18" • 8K,16K▯, tab paper (8.5 x 11"/A4▯) • Non-standard size: X direction from 5.5-13”/140-330 mm, Y direction from 7-19”/182-488 mm **Tray 5 (Bypass)** • A6, A5, A4, A4▯, A3, B6, B5, B5▯, B4 • 8.5 × 11", 8.5 × 11▯", 8.5 × 13", 8.5 × 14",11 × 17", 12 × 18", 13 × 19" • 8K,16K▯, 16K, tab paper (A4▯, 8.5 × 11"▯) • Non-standard size: X direction from 5.8-19”/148-488 mm, Y direction from 4-13”/100-330 mm **Note:** When using Trays 3, 4 and 5 (Bypass) to copy a non-standard size document on both sides, set X direction from 5.5 x 13"/140 to 330 mm and Y direction from 7 x 19"/ 182-488 mm.	
Copy Paper	• Trays 1-4, 6, 7: 13 - 57 lb./52 - 216 g/m^2 • Tray 5 (Bypass): 13 - 67lb./52 - 253 g/m^2 **Note:** Use Xerox recommended papers for best results.	
First Copy Output Time **Note:** Values may differ depending on machine configuration.	3.0 seconds (When the Document Glass, 100% Reduction/Enlargement, Tray 1, 8.5 x 11”/A4▯ are used)	
Copy Reduction / Enlargement Ratio	• 100%: 1:1 ± 0.7% • Preset %: 1:0.250,1:0.500,1:0.612,1:0.707,1:0.816,1:0.866, 1:1.154,1:1.225,1:1.414,1:1.632, 1:2.000, 1:4.000 • Variable %: 1:0.25 to 1:4.00 (in 1% increments)	

Item	4112	4127
Continuous Copy Speed **Note:** The speed may be reduced in order to adjust image quality. **Note:** The performance may be reduced depending on the paper type.	• **Continuous 1-sided copy/100% reduction/enlargement** • 7 x 10"/B5▯: 95 sheets/min • 8.5 x 11 in./A4▯: 90 sheets/min **SEF:** • 8.5 x 11 in./A4: 64 sheets/min • 7 x 10"/B5: 64 sheets/min • 10 x 14"/B4: 56 sheets/min • 11 x 17"/A3: 50 sheets/min • **Continuous 2-sided copy/100% reduction/enlargement** • 7 x 10"/B5▯: 86 pages/min • 8.5 x 11 in./A4▯: 81 pages/min **SEF:** • 8.5 x 11”/A4: 64 pages/min • 7 x 10"/B5: 64 pages/min • 10 x 14"/B4: 56 pages/min • 11 x 17"/A3: 50 pages/min	• **Continuous 1-sided copy/100% reduction/enlargement** • 7 x 10"/B5▯: 116 sheets/min • 8.5 x 11 in./A4▯: 110 sheets/min **SEF:** • 8.5 x 11 in./A4: 78 sheets/min • 7 x 10"/B5: 78 sheets/min • 10 x 14"/B4: 69 sheets/min • 11 x 17"/A3: 55 sheets/min • **Continuous 2-sided copy/100% reduction/enlargement** • 7 x 10"/B5▯: 116 pages/min • 8.5 x 11 in./A4▯: 110 pages/min **SEF:** • 8.5 x 11”/A4: 70 pages/min • 7 x 10"/B5: 70 pages/min • 10 x 14"/B4: 62 pages/min • 11 x 17"/A3: 55 pages/min
Paper Feed Method/ Capacity	• Standard: • Tray 1: 1,200 sheets • Tray 2: 1,800 sheets • Trays 3 and 4: 600 sheets each • Tray 5/Bypass: 280 sheets • Trays 6 and 7 (optional High Capacity Feeder): 2,300 sheets each. • Maximum paper capacity: 9080 pages (including Trays 6 and 7 (optional High Capacity Feeder) **Note:** The maximum paper capacity (9080) is based on 20 lb./75 g/m^2	
Continuous Copy Pages	9,999 sheets **Note:** The machine may pause temporarily to perform an image stabilization.	
Power Source	200 - 240V, 15A	
Maximum Power Consumption	• Maximum Power Consumption: 2.8 - 3.1 KVA • Low Power Mode: 225W • Sleep Mode: 15W	
Dimensions	• 50.2” (width) × 30.8” (depth) × 57.3” (height) • 1,275 mm (width) × 781 mm (depth) × 1,455 mm (height)	
Weight	591 lbs. (268 kg)	585 lbs (266 kg)
	Important: Weight excludes new toner cartridge, papers and options.	

Item	4112	4127
Minimum Space Requirements (Width and Depth)	**With Standard Finisher** • 90.3”/2,294 mm (W) × 30.8”/781 mm (D) - extending Tray 5 (Bypass) completely **With Booklet-Maker Finisher** • 90.5”/2,299 mm (W) × 30.8”/781 mm (D) - extending Tray 5 (Bypass) completely	

Print Specifications

Type	Built-in type
Continuous Print Speed	The same as Copy; refer to , Continuous Copy Speed on page 13-3. **Note:** When continuously printing a single document 8.5 x 11 in./A4□: **Note:** Speed may be reduced during image quality adjustment when [**High Precision**] is specified for the [**Print Mode**] of PCL driver, or when [**High Precision**] or [**High Image Quality**] is specified for the [**Print Mode**] of PostScript driver. **Note:** Performance may be reduced depending on the paper type.
Resolution	• Output resolution: 1200 × 1200 dpi (47.2 × 47.2 dots/mm) • Data processing resolution: 1200 × 1200 dpi (47.2 × 47.2 dots/mm)
Page Description Language	PCL5c, PostScript
Emulation	ESC/P (VP-1000), HP-GL (HP7586B), HP-GL2/RTL (HP Design Jet 750C Plus), PCL5c/PCLXL (HP Color Laser Jet 5500), ESCP/K, KS/KSSM
Memory Capacity	512 MB (maximum 512 MB)
Built-in Fonts	• PCL: European 81 type faces, symbol 35 sets • PostScript: European 136 type faces
Interface	Standard: Ethernet (100Base-TX/10Base-T) Option: USB 2.0
Supported Protocol	Ethernet: TCP/IP (SMB, LPD, Port9100, IPP), NetBEUI (SMB), IPX, SPX (NetWare), Ether Talk (Apple Talk)

Type	Built-in type
Supported OS	PCL5c: • Microsoft Windows NT 4.0, • Microsoft Windows 2000, • Microsoft Windows XP, • Microsoft Windows Server 2003, • Microsoft Windows Vista PostScript: • Microsoft Windows NT 4.0, • Microsoft Windows 2000, • Microsoft Windows XP, • Microsoft Windows Server 2003, • Microsoft Windows Vista, • Mac OS 7.5 or later • Mac OS 8x, 9x • Mac OS X 10.x

Scan specifications

Type	Black and white scanner
Scan Size	Maximum size: 297 × 432 mm (A3/11 × 17") for both sheets and books
Scan Resolution	• 600 × 600dpi, 400 × 400dpi, 300 × 300dpi, 200 × 200dpi • (23.6 × 23.6, 15.7 × 15.7, 11.8 × 11.8, 7.9 × 7.9 dots/mm)
Scan Graduation	1 bits input, 1 bits output
Document Scan Speed	100 copies/min (Scanning into mailbox for ITU-T No.1 chart 8.5 x 11 in./A4▯ 200dpi) **Important:** Scanning speed varies by the document.
Interface	Sharing with print controller
Scan to Mailbox	• Supported protocol: TCP/IP (Salutation, HTTP) • Output format: Monochrome (2 colors:TIFF) • Driver: TWAIN (Salutation) • Driver supported OS: Microsoft Windows NT 4.0, Microsoft Windows 2000/XP, Microsoft Windows Server 2003, Microsoft Windows Vista

Scan to PC	• Supported protocol: TCP/IP (SMB, FTP), NetBEUI (SMB)
	• Supported Operating Systems: Windows 95/98/Me*[1], Windows NT 4.0: Windows 2000, Windows XP, Windows Server 2003, Windows Vista, NetWare 5.x
	*[1] SMB protocol only is supported.
	*[2] FTP protocol only is supported.
	• Output format:
	  • Monochrome 2 colors: TIFF (compression type: MH and MMR)
	  • DocuWorks, PDF

E-Mail	• Supported protocol: TCP/IP (SMTP)
	• Output format
	  • Monochrome 2 colors: TIFF (compression type: MH and MMR)
	  • DocuWorks documents, PDF

Document feeder specifications

Item	Specification
Document Size/Type	Size: • Maximum: A3/11 × 17" (297 ×432 mm) • Minimum: A5/5.82 x 8.26” (148 x 210 mm) Weight: 10-53 lb./38-200g/m^2 Type: • A5, A5□, A4, A4□, A3, B5, B5□, B4, 8.5 × 11"□, 8.5 × 11", 8.5 × 14" (SEF), 11 × 17" (SEF)
Paper Capacity	250 sheets **Note:** When using Xerox 20 lb./75 g/m^2 paper.
Document Changing Speed (8.5 x 11 in./A4 portrait, □, 1-sided)	Xerox 4127: 100 sheets/min Xerox 4112: 90 sheets/min

Optional Trays 6 and 7 (HCF) specifications

Item	Specification
Copy (Sheet) Size/Type	Sizes: • Maximum: 8.5” x 11”, A4, • Minimum: 7.25” x 10.5” (Executive), B5 Weight: 13-57 lb./52-216g/m^2
Paper Feed Levels/Paper Capacity	2300 sheets × 2 levels **Note:** When using Xerox 20 lb./75 g/m^2 paper.
Size/Weight (Width, Depth, Height)	Size: 23.5/597 mm” (W) × 27.3”/694 mm (D) × 39.1”/992 mm (H) Weight: 159 lbs/72 kg **Note:** Weight does not include loaded paper.

Tray 6 (1-drawer Oversized High Capacity Feeder) - optional

Item	Specification
Sheet size	**SEF:** • 8.5 x 11”/A4 • 8.5 x 13” • 8.5x14” • 10 x 14"/B4 • 11 x 17"/A3 • 12 x 18” • 12.6 x 17.7” /SRA3 • 12.6 x 19.2” • 13 x 18” • 13 x 19” **LEF:** B5, 7.25 x 10.5” (executive), A4, 8.5 x 11”, 8.0 x 10 “ **Custom sizes:** 210 - 330 mm x 182 x 488 mm
Paper weight	18 lb. to 110 lb. cover/64 - 300 g/m^2
Paper capacity	2000 sheets **Important:** When using up to Xerox 24 lb./90 g/m^2 paper.
Dimensions	39” (width) × 32” (depth) × 37” (height) 988 mm (width) × 785 mm (depth) × 930 mm (height) **Important:** The weight does not include any papers.
Weight	254 lb. (115 kg)
Power consumption	300 watts maximum

Standard Finisher specifications

Item	Specification
Tray Type	• Output Tray: Collated/Uncollated • Finisher Tray: Collated/Uncollated (Offset available) • Booklet Tray: Collated/Uncollated
Supporter Paper Size	Top Tray: • Maximum: A3, 12.6 x 19.2î (330 x 488 mm) • Minimum: A6 (postcards) Finisher Tray: • Maximum: 12.6 × 19.2" (330 x 488 mm) • Minimum: B5🗋
Supported Paper Weight	Top Tray and Finisher Tray: 52 - 253 g/m^2 Capacity 500 sheets **Important:** When using Xerox 20 lb./75 g/m^2 paper.
Tray Capacity	Top Tray: 500 sheets Finisher Tray:3,000 sheets, 200 sets* **Note:** * When using A4 🗋, B5 🗋, 8.5 × 11" 🗋, 8 x 10" 🗋, 7.5 x 10.5" 🗋, 16K 🗋 only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets.
Stapling (variable-length)	Maximum stapled sheets: 100 sheets **Note:** When using paper of size larger than A4 or 8.5 Þ 11", the maximum number of sheets that can be stapled is 65. **Note:** Staple nails may bend when using certain paper types. Paper size : • Maximum: A3, 11 x 17" • Minimum: B5🗋 Staple position : • 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*) • 2 locations: (parallel stapling) **Note:** *: Angled stapling for A3 and A4
Hole Punching	Supported paper size: • Maximum: A3, 11 x 17" • Minimum: B5🗋 (2 holes), A4🗋 (4 holes) Number of holes: 2, 4, 3 (optional) Paper type: 52 - 200 g/m^2
Folding	See Booklet-Maker Finisher specifications

Item	Specification
Interposer	Paper size: - Maximum: A3, 11 × 17", - Minimum: B5▯ **Note:** The machine does not copy or print on paper loaded in the interposer. Capacity: 200 sheets **Note:** When using Xerox 20 lb./75 g/m^2 paper Paper type: 60 - 220 g/m^2
Size/Weight (With Staple Cartridge Installed)	Size: 41.1”/1,045 mm (W) x 28.5”/725 mm (D) x 45.9”/1,165 mm (H), Weight: 231.5 lbs/105 kg
Space Requirements (When Finisher is connected to the Main Unit and Tray 5 (Bypass) is fully extended)	90.3”/2,294 mm (W) x 30.7”/781 mm (D)

Booklet-Maker Finisher specifications

Item	Specification
Tray Type	• Output Tray: Collated/Uncollated • Finisher Tray: Collated/Uncollated (Offset available) • Booklet Tray: Collated/Uncollated
Supporter Paper Size	Top Tray: • Maximum: A3, 12.6 x 19.2î (330 x 488 mm) • Minimum: A6 (postcards) Finisher Tray: • Maximum: 12.6 × 19.2" (330 x 488 mm) • Minimum: B5🗋 Booklet Tray: • Maximum: A3, 13 × 18" • Minimum: A4, 8.5 × 11",
Supported Paper Weight	Top Tray and Finisher Tray: 52 - 253 g/m^2 Booklet Tray: center binding 60 - 90 g/m^2, center folding 60 -105 g/m^2 • NOTE: For covers, paper of up to 220 g/m^2 is supported. • NOTE: If 91 -220 g/m^2 paper is used for covers, the main **Note:** Body of documents must use 60 - 80 g/m^2 paper.
Tray Capacity	Top Tray: 500 sheets Finisher Tray:2,000 sheets, 200 sets* **Note:** * When using A4 🗋, B5 🗋, 8.5 × 11" 🗋, 8 x 10” 🗋, 7.5 x 10.5” 🗋, 16K 🗋 only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets. Booklet Tray: 20 sets **Note:** Tray may not support some paper types.
Stapling (variable length)	Maximum stapled sheets: 100 sheets **Note:** When using paper of size larger than A4 or 8.5 Þ 11", the maximum number of sheets that can be stapled is 65. **Note:** Staple nails may bend when using certain paper types. Paper size : • Maximum: A3, 11 x 17" • Minimum: B5🗋 Staple position : • 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*) • 2 locations: (parallel stapling) **Note:** *: Angled stapling for A3 and A4

Item	Specification
Hole Punching	Supported paper size: • Maximum: A3, 11 x 17" • Minimum: B5🗋 (2 holes), A4🗋 (4 holes) Number of holes: 2, 4, 3 (optional) Paper type: 52 - 200 g/m^2
Center Binding/Folding	Maximum number of sheets: • Center binding: 15 sheets • Center folding: 5 sheets **Note:** When using Xerox 20 lb./75 g/m^2 paper. **Note:** Only 14 sheets can be stapled if adding a cover. Paper size: • Maximum: A3. 13 x 18” • Minimum: A4🗋, 8.5 x 11”🗋 Paper type: • Center binding:60 - 90 g /m^2 • Center folding: 60 - 105 g /m^2 **Note:** For covers, paper of up to 220 g/m^2 is supported. **Note:** If 91 -220 g/m^2 paper is used for covers, the main document body must use 60 - 80 g/m^2 paper.
Folding	**Note:** Non-stapled fold sets are limited to five sheets of paper.
Interposer	Paper size: • Maximum: A3, 11 × 17", • Minimum: B5🗋 **Note:** The machine does not copy or print on paper loaded in the interposer. Capacity: 200 sheets **Note:** When using Xerox 20 lb./75 g/m^2 paper Paper type: 60 - 220 g/m^2
Size/Weight (With Staple Cartridge and Staple Cartridge for Booklet are Installed)	Size: 41.3”/1,050 mm (W) x 28.5”/725 mm (D) x 45.9”/1,165 mm (H), Weight: 286 lbs/130 kg
Space Requirements (When Finisher is connected to the Main Unit and Tray 5 (Bypass) is fully extended)	90.5”/2,299 mm (W) x 44.9”/1,140 mm (D)

Folding unit (Z and C) specifications

Item		Specification
Z-Fold	Z paper size	11 x 17”/A3, 10 x 14”/B4, 8K
	Capacity	Max: 80 sheets (Standard Finisher) (A3/11 × 17,” Xerox 20 lb./75 g/m^2 paper Z folding) **Important:** 20 sheets for 8K and10 x 14”/B4
	Paper type	16-24 lb./60 to 90g/m^2
	Output tray	Finisher tray
Tri-Fold (In/Out)	Paper size	A4/8.5 × 11"
	Number of sheets to be folded	1 sheet
	Capacity	40 sheets **Important:** When using Xerox 20 lb./75 g/m^2 paper.
	Paper type	16-24 lb./60 to 90g/m^2
	Output tray	Tri-fold output tray
Size/Weight		7.9” (width) × 28.5” (depth) × 43.9” (height), 88.2 lbs. 200 mm (width) × 725 mm (depth) × 1,115 mm (height), 40kg

Storing paper properly

- Store paper in a dry place. Using paper that has absorbed moisture can cause paper jams and image quality defects.
- Store paper flat to prevent bending or warping.
- Rewrap any unpacked paper before storing it. Moisture prevention packets are recommended.

NOTE: *Moisture may cause prints to fade. For more information, contact Xerox Customer Support Center.*

Printable Area

Standard Printing Area

The standard area that can be printed leaves a margin of 0.16 inches (0.161 in./4.1 mm) on all four edges of the paper (for SRA3, 12.6 in./320 mm wide, a margin of 0.45 in./11.5 mm left and right).

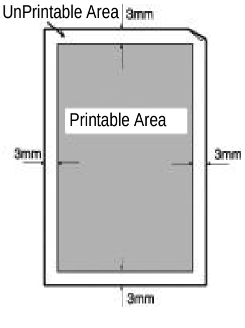
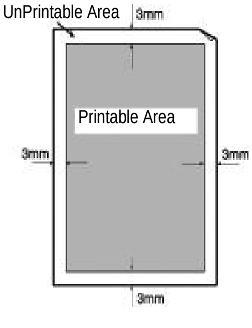
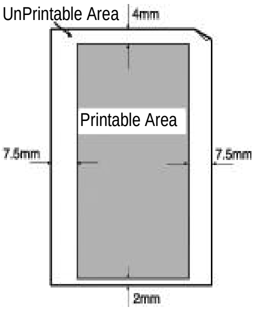
NOTE: *The actual printing area may vary depending on the printer (plotter) control language.*

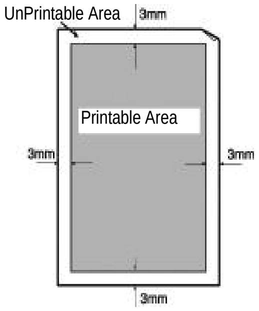
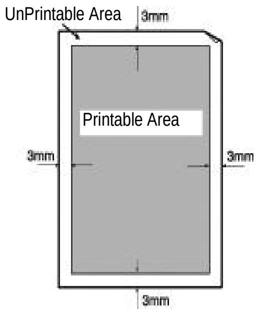
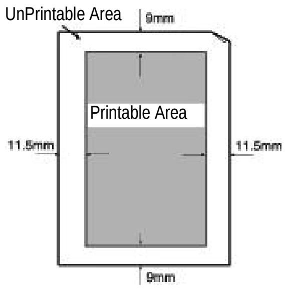
Extended Printing Area

If you choose to extend the printing area in a print, the maximum area for the print is 12.01 × 18.90 inches (305 × 480mm). The maximum area for a copy is 43.2 × 17.01 inches (297 × 432mm). The printing area changes depending on paper size used.

NOTE 1: *To extend the print area, change the PCL print driver or the Print Area setting on the touch screen.*

NOTE 2: *For information on how to adjust print driver settings, refer to the online help for the print driver.*
NOTE 3: *For more about Control Panel, settings refer to "Print Area" in the System Administration Guide or contact your System Administrator.*

	When the paper width is less than 12 inches	**When the paper width is 12 inches**	**When the paper width is 12.6 inches (SRA3 (320 mm width))**
	 UnPrintable Area 3mm Printable Area 3mm 3mm 3mm	 UnPrintable Area 3mm Printable Area 3mm 3mm 3mm	 UnPrintable Area 4mm Printable Area 7.5mm 7.5mm 2mm

	 UnPrintable Area 3mm Printable Area 3mm 3mm 3mm	 UnPrintable Area 3mm Printable Area 3mm 3mm 3mm	 UnPrintable Area 9mm Printable Area 11.5mm 11.5mm 9mm

UnPrintable Area

Available Options

Product name	Description
Optional High Capacity Feeder (HCF)	Allows you to load papers on Tray 6 and 7. A wing table is included.
Oversized High Capacity Feeder (OHCF)*	1 tray feeding device (Tray 6) that accommodates large stock sizes including 8.5 x 11 in /A4 up to 13 x 19 in. If installed, this unit replaces any existing HCF.
Folder Module	Enables you to output C-folded and Z-folded copies. Engineering Z-fold (fold 11 x 17”/A3 pages to fit 8.5 x 11”/A4 pages. **Note:** The Folder Module is available for both the Standard Finisher or the Booklet-Maker Finisher.
Booklet-Maker Finisher	This option allows you to create Booklets with or without saddle stitching and bi-fold. The Booklet-Maker Finisher includes: • Hole Punch • Variable-length stapler • 2,000 sheet output stack tray • Post-fuse insertion tray • 20 sheet (80 imposed pages) saddle-stitch booklet-maker
Printer Upgrade Kit	Allows a DC (copier only) machine to be updated to a ST (Network Print) enabled system
Mobility Plates	These plates allow the system to be installed on uneven floor or heavy carpet.
Data Security Kit	This kit increases the security of data written to the hard disk.
Network Accounting Kit (Job Base Account Kit)	Allows you to keep track of the user accounts via an external authentication server.

***NOTE:** To purchase and to receive the latest product information, contact the Customer Support Center.*

Cautions and Limitations

Notes and Restrictions on the Use of the Machine

■ When the Print Results Differ from the Settings

Insufficient memory for the print page buffer may cause the effects listed below to occur, giving results not expected from the settings. In this case, more memory is recommended.

- **Single-sided printing when duplex was specified**
- **Jobs are canceled (if a page cannot be rendered in the print page buffer, the job, including that page, is canceled)**

■ Installing and Moving the Machine

- **When moving the machine from its rack, contact the Customer Support Center.**
- **When moving the machine, do not subject the unit to shocks.**
- **When closing the document cover, be careful not to trap your fingers.**
- **Do not place objects close to the ventilation opening of the extractor fan of the machine.**

■ Meter Counts for Duplex Printing

For duplex printing, depending on the application being used and the way in which the number of copies is specified, blank pages may be inserted automatically. In this case, the blank page inserted by the application is counted for metering purposes.

■ Mail Server Restrictions

Depending on the system environment (mail server restrictions and so on), it may not be possible to send or receive large volume e-mails. When setting the number of pages for sending split e-mail, confirm the system environment of the sender and recipient, respectively. If splitting a mail to be sent into single pages results in excessive volume for the transmission, reduce the transmission quality or change the resolution of the original to reduce the size.

■ Network Confidentiality

Network confidentiality cannot be guaranteed.

■ Mail System Environment Requirements

To send or receive E-mail, a mail system environment must be provided. Provide the mail system environment, including SMTP, POP3, and DNS servers, etc., as required.

■ Notes on Security

E-mail uses the Internet as its transmission path. Attention must be paid to security, in order to avoid eavesdropping by third parties, or tampering as can occur with electronic mail and other transmissions over the Internet. Therefore, for important information, it is recommended that you employ other methods to guarantee security. In addition, to avoid the receipt of unwanted E-mail, it is recommended not to divulge the E-mail address to unrelated third parties.

■ Preventing Receipt of Unwanted E-mail

The machine provides a feature to block malicious mail sent to a user's address by an external third party of a known mail address. This feature restricts the sender's address by specifying the domains from which mail may be received.

NOTE: *For information about restricting domains from which mail is received, refer to the System Administration Guide, Chapter 9 (Domain Settings).*

■ Notes on Receiving Mail

Depending on the data in a received E-mail, it is possible for there to be insufficient memory, or for printing not to be possible. In this case, either add more memory, or ask the sender to resend with a lower resolution.

■ Notes on Mailbox

Create a new mailbox to store documents when the total number of document pages stored in one mailbox exceeds 15,000 pages and the following issues occur:

- **Document scanning speed decreases.**
- **Speeds to copy a document or move a document stored in a mailbox decrease.**

Additionally, when the above mentioned issues occur and document pages **do not** exceed 15,000 pages, create a new mailbox to store documents.

■ Character Code

The following shows the character codes that can be printed by the machine. Character codes other than those shown below may not be printed.

- **English: CP1252**
- **Traditional Chinese: Big5 (CNS 11643-1, CNS 11643-2)**
- **Simplified Chinese: GB2312**

14. Addendum

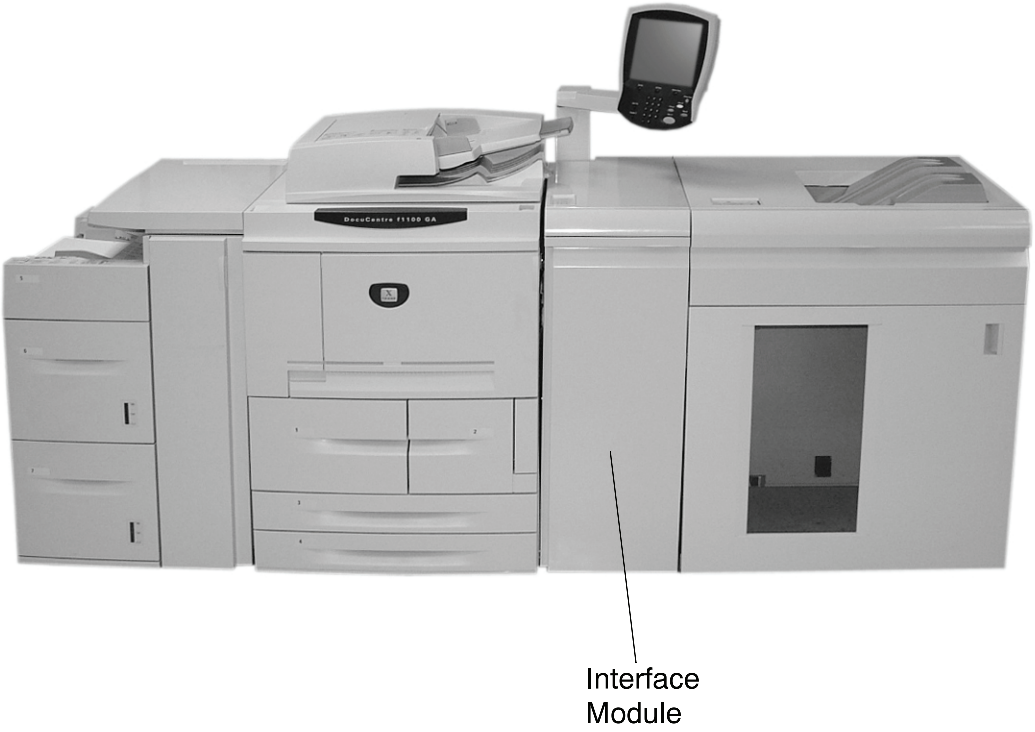
Overview

This chapter contains information on the following accessories:

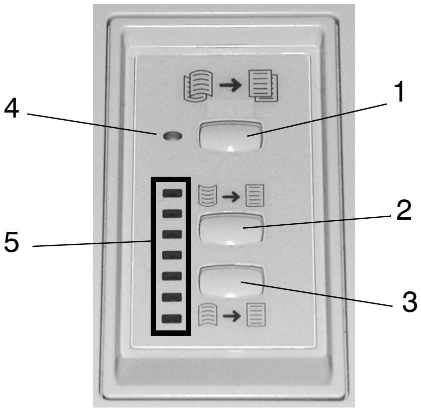
- **The Interface Module (IFM):** The Interface Module (IFM) acts as a communication device and paper path between the printer and an optional finishing device such the High Capacity Stacker.
- **The High Capacity Stacker (HCS):** The HCS is an optional finishing device that provides stacking and offsetting capabilities for output to a Stacker Tray. The HCS replaces the Offset Catch Tray (OCT).

Interface Module (IFM)

The Interface Module (IFM) is an optional finishing accessory that is used in conjunction with other optional finishing accessories, such as the High Capacity Stacker (HCS), the Standard Finisher, or the Optional Booklet Maker Finisher.



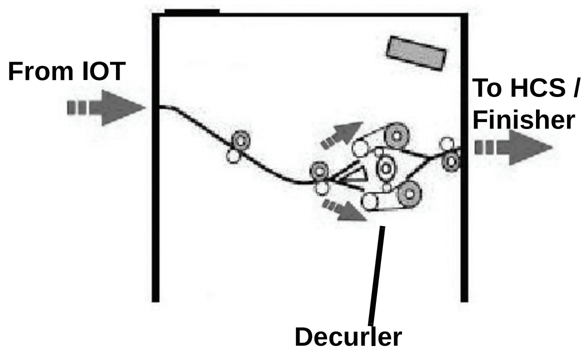
Control Panel



The Control Panel consists of the following:

1. **Auto Curl button:** This button selects the Auto Decurl function.
2. **Manual Curl Up button:** This button selects the three values of manual up curl.
3. **Manual Curl Down button:** This button selects the three values of manual down curl.
4. **Auto Curl indicator:** This indicates the that the Auto Curl Mode is selected.
5. **Curl Up/Down Indicators:** These indicate the amount of manual curl (up or down) that is selected.

Paper path



As media enters the IFM, it is fed to the Decurler for curl correction. The Decurler has both upper and lower decurl rolls that apply pressure to the media based upon the following:

- System default
- Decurl selections made in tools-mode on the UI
- Manual selections made at the Decurler Control Panel.

Based on the decurl settings, the Decurler Gate routes the paper to either the up-curl (Cupped) path, or the down-curl (Bridged) path. The degree of pressure is applied independently to the upward and downward Decurler arms.

From the decurler, the print media is cooled and routed from the IFM to the HCS and other connected finishing devices.

Paper curl

When paper is exposed to heat, the paper loses moisture and curls toward the heat source. High coverage jobs tend to curl more due to the toner plastification effect on the paper surface. The system tries attempts to reduce this by using a mechanical decurling device, located within the IFM.

Some factors affecting paper curl are:

- The weight of the paper and/or whether it is coated or uncoated.
- The amount of dry ink/toner and the area being coverage per sheet.
- How the paper is loaded in the tray.
- The atmospheric conditions of the paper storage room and at the printer location.
- The amount of heat generated during the fusing processes.

If the curl is unacceptable, you can change the setting.

Auto Decurler

In Auto Decurler mode, appropriate decurl settings are selected from the Tools Mode on the UI by:

1. Logging on as Administrator
2. Pressing the Machine Status button
3. Selecting the Tools tab
4. Selecting System Settings>Common Service Settings>Maintenance and
5. Selecting Decurler Setup

Preset Decurler settings

Your system is also designed with several automated presettings for controlling paper curl. When using these settings, the machine automatically sets the amount of curl correction at the Decurler. Therefore, if paper curl is a problem, use one of the preset Decurler settings in order to eliminate the problem.

When the media passes through the decurler, you are notified of the current amount of curl correction by-way-of the various LEDs on the Interface Module Control Panel. In addition to Auto Decurler mode, you can manually select curl correction from the Interface Module Control Panel.

Manual Decurler

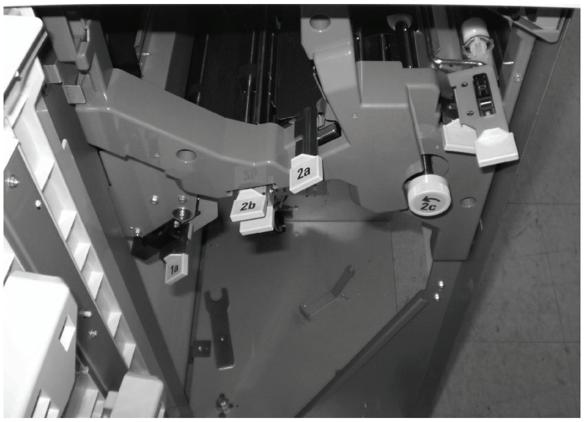
The **Manual Decurler** mode has seven levels of curl correction available at the IFM Control Panel: three levels of Up-curl correction and three levels of Down-curl correction, plus a No correction level.

The amount of curl correction is changed by selecting a related button. The current selected amount of curl correction is displayed by the Control Panel LEDs.

Jam clearance

If a jam occurs, the machine stops printing and a message is displayed on the User Interface (UI). Follow all instructions displayed completely and in the sequence shown.

Interface Module jams



Perform the following steps to clear the Interface Module jam and resume printing:

1. Open the Interface Module Front Cover.
2. Lift the green handles and/or rotate the green knob and remove all jammed paper and paper scraps.
3. Close the Interface Module Front Cover.
4. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
5. Follow the instructions displayed on the digital press UI to resume printing.

Basic troubleshooting

When a problem occurs with your Interface Module, instructions may appear on the UI; refer to the information in this section to help resolve the problem.

The fault code table, which starts on the following page, lists problems and suggested solutions that apply to the Interface Module. If the problem persists after following all instructions, call your Xerox representative.

Fault Codes

Fault code	Possible cause	Recommended solution
048 100 048 102 048 103 048 900 048 901 048 903	Paper jam • A jam occurred during feeding • A jam notification is displayed on the UI	• Open the front door. • Carefully remove all sheets and paper scraps from jam clearance areas. • Close the front door. • Verify the paper used is within the approved paper specifications.
048 300	The front door is open.	Close the front door.
048 310 048 311 048 312 048 313 048 314 048 315 048 316	Decurler sensor or belt problem	Power off, then power on
048 318 048 319	Cooling fan failure	Power off, then power on
048 320 048 321 048 322	Communication failure or connection failure	• Check the connection between Interface Module and the finishing device. • Power off, then power on.
048 323	Interface Module failure	Power off, then power on

Specifications

Electrical

100V to 240V

Frequency: 50/60 Hz

Temperature and humidity

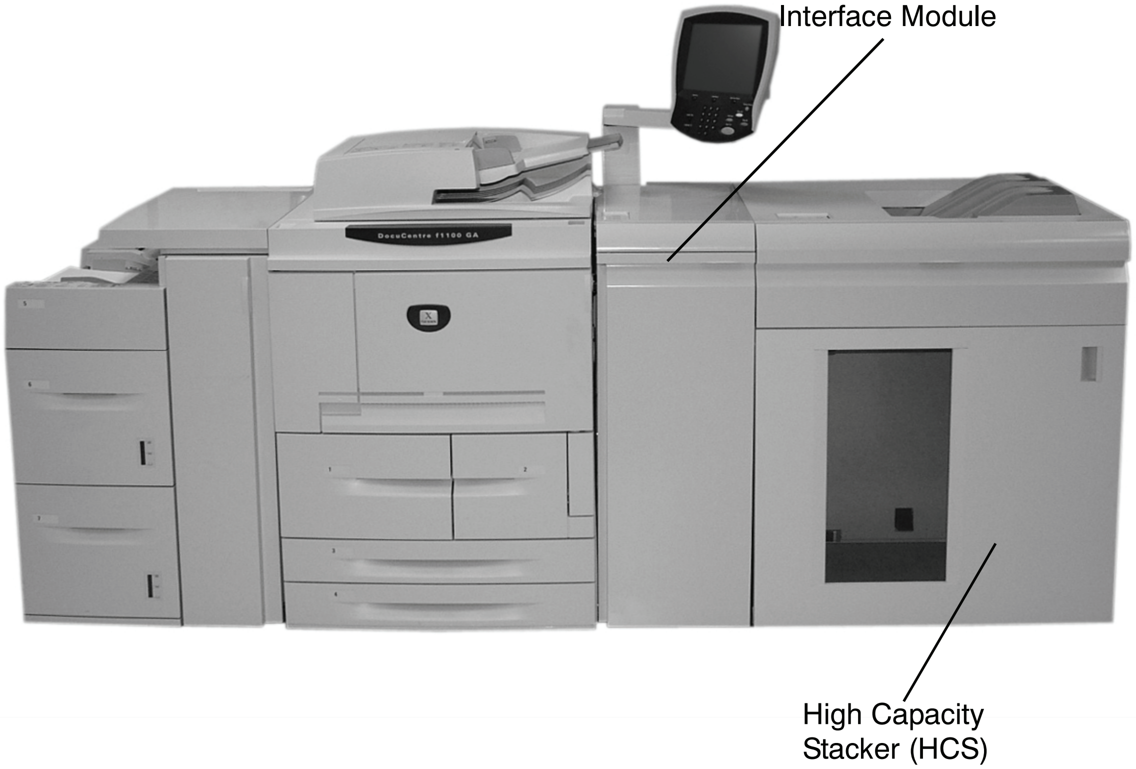
10 to 32°C, 15 to 85RH

50 to 90°F, 15 to 85RH

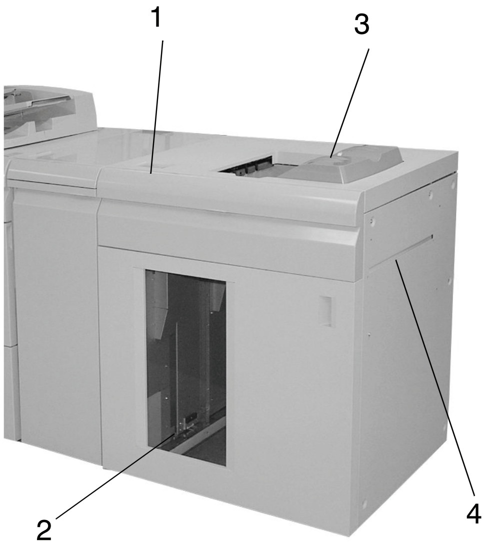
NOTE: *Above 82°F (28°C), reduced humidity is required to maintain the specified performance.*

High Capacity Stacker

The High Capacity Stacker (HCS) is an optional finishing device that provides stacking and offsetting capabilities for output to a Stacker Tray. The HCS connects to the right side of the digital press by way of the Interface Module. The HCS replaces the Offset Catch Tray (OCT).

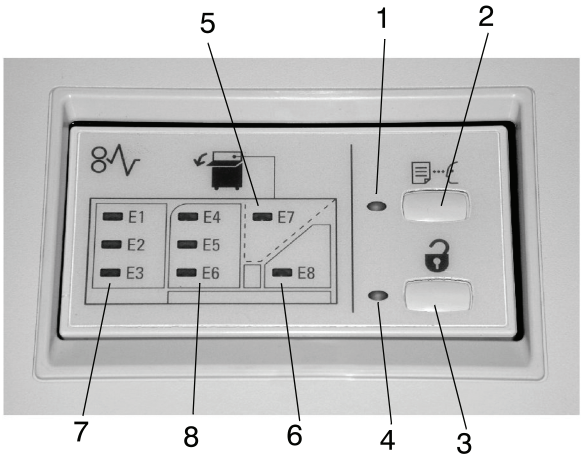

Interface Module
High Capacity Stacker (HCS)

Identifying the Components



1. Provides manual control of the various functions of the HCS.
2. Collated sets (up to a total of 5000 sheets) are transported to the Stacker Tray located on a moveable Stacker Cart.
3. Up to 500 sheets are transported to the Top Tray:
    - When sheets are purged after a paper jam.
    - When the Sample Set button is selected.
    - When selected as an Output Location.Labels must be sent to the Top Tray.
4. Only used when a second stacking/finishing device is installed. This path transports collated sets through the HCS to a connected finishing device or to another HCS.

Control Panel



1. **Sample indicator**: This indicator blinks until a proof set is delivered to the Top Tray.
2. **Sample button**: Press this button to have the HCS deliver the next collated set to the top tray.
3. **Unload button**: Press once to lower the Stacker Tray and unlock the front door.
4. **Unload indicator**: This indicator lights when the Stacker Tray has reached the down position and the front door can be opened.
5. **Top Tray jam area**: Blinks when there is a jam in the top tray area (E7).
6. **Exit jam area**: Blinks where there is a jam in the exit area (E8).
7. **Stacker Entrance jam area**: Blinks when there is a jam in the Stacker Entrance area (E1, E2, or E3).
8. **Stacker Transport jam area**: Blinks when there is a jam in the Stacker Transport area (E4, E5, or E6).

HCS Trays

Top Tray

The Top Tray offers the following:

- Copies/prints are aligned easily without folds or winkles in the output.
- To enable easier pick-up of the output copies/prints, the HCS can be stopped by selecting the **Stop** button on the machine's UI.

Sample Print feature

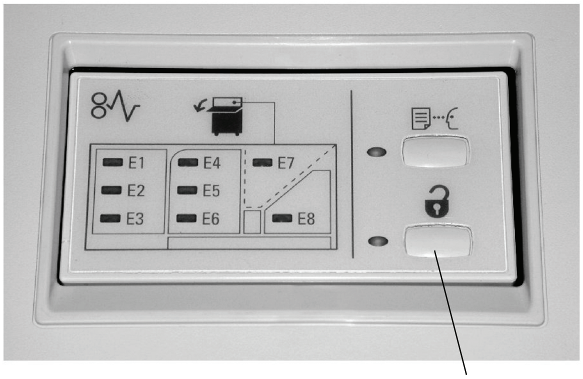
Sample prints can be printed by performing the following steps:

1. From the [Copy Output] feature, select:
   a. Collated or Uncollated and
   b. Output Destination/Offset Stacker
2. Select [Stacker - Stacker Cart] then [Real Time Sample Job].
3. Select [Sample Job On].

   The [Sample Job On] feature delivers specific pages or sets of an output job to the High Capacity Stacker’s Top Tray. The Sample Job allows the user to check the output while continuing to deliver the major portion of the job to the Stacker Cart.

   - For **Collated** output, for example, if the output is 100 sets of a 50-page original document, the user can choose 1-3 output sample sets.
   - For **Uncollated** output, for example, if the output is 100 copies of each page of a 50-page original document, the user can choose 1-3 sample pages
4. Enter the desired Sample pages/sets to print for the [First Sample] and then for the [Second Sample] and [Third Sample] (if applicable).
5. Select [Save].

Unloading the Stacker Tray



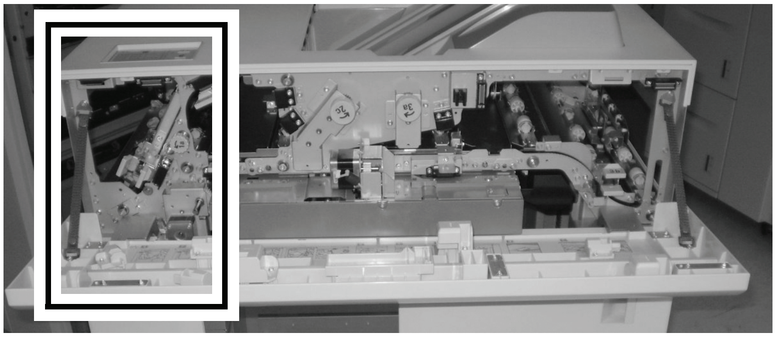
Use the following procedure to unload the Stacker Tray when it is full, or to retrieve a completed job:

1. Press the Unload button on the HCS Control Panel. The Wait light blinks until the Stacker Tray has reached the down position.
2. Open the front door when the Unload Light illuminates.
3. Position the securing bar on top of the stacked paper.
4. Pull the Stacker Cart straight out. Remove the securing bar.
5. Remove the paper from the Stacker Tray.
6. Push the empty Stacker Cart straight into the HCS.
7. Position the securing bar on the fixed area inside the HCS.
8. Close the door. The tray will rise to the operate position.

Jam Clearance

If a jam occurs, the machine stops printing and a message is displayed on the User Interface (UI). Follow all instructions displayed completely and in the sequence shown.

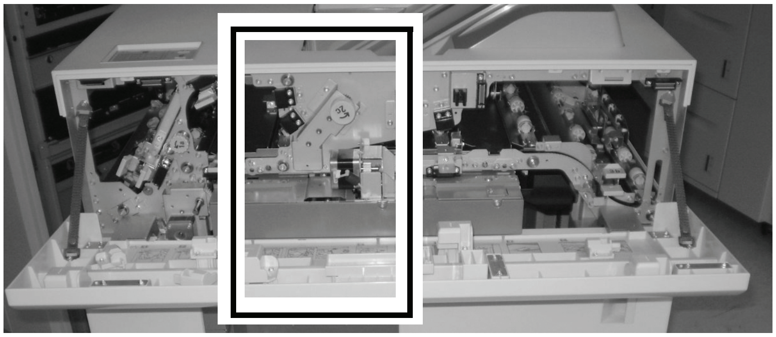
HCS Entrance Jams (E1, E2, and E3)



Perform the following steps to clear the HCS Entrance jam and resume printing:

1. Open the HCS Front Cover. Follow the instructions located inside the Front Cover to clear the E1, E2, or E3 jam.
2. Lift the green handle and/or rotate the green knob and remove all paper in the entrance area.
3. Close the green handle.
4. Close the HCS Front Cover.
5. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
6. Follow the instructions displayed on the digital press UI to resume printing.

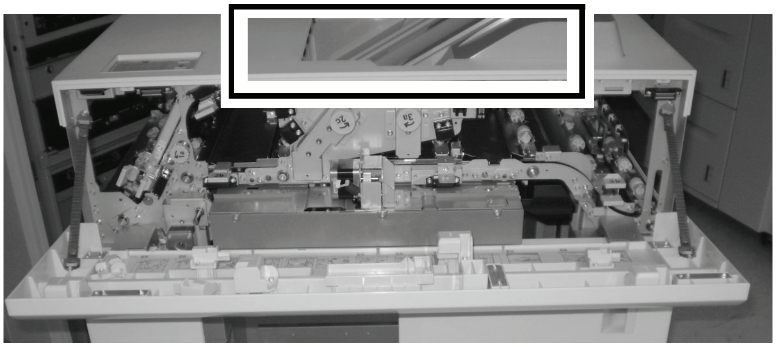
HCS Transport Jams (E4, E5, and E6)



Perform the following steps to clear the HCS Transport jam and resume printing:

1. Open the HCS Front Cover. Follow the instructions located inside the Front Cover to clear the E4, E5, or E6 jam.
2. Lift the green handle and/or rotate the green knob and remove all paper in the transport area.
3. Close the green handle.
4. Close the HCS Front Cover.
5. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
6. Follow the instructions displayed on the digital press UI to resume printing.

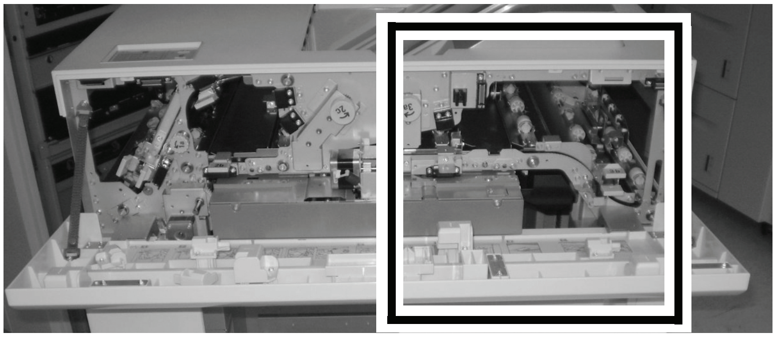
HCS Top Tray Jam (E7)



Perform the following steps to clear the HCS Top Tray jam and resume printing:

1. Open the HCS Front Cover.
2. Remove the jammed paper from the Top Tray.
3. Close the HCS Front Cover.
4. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
5. Follow the instructions displayed on the digital press UI to resume printing.

HCS Exit Jam (E8)



Perform the following steps to clear the HCS Exit jam and resume printing:

1. Open the HCS Front Cover. Follow the instructions located inside the Front Cover to clear the E8 jam.
2. Lift the green handle and/or rotate the green knob and remove all paper in the exit area.
3. Close the HCS Front Cover.
4. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
5. Follow the instructions displayed on the digital press UI to resume printing.

Fault Codes

Fault code	Possible cause	Recommended solution
049 100 049 101 049 102 049 104 049 106 049 108 049 113 049 114 049 115 049 116 049 117 049 119 049 121 049 900 049 901 049 902 049 903 049 905 049 907 049 908	Paper jam • A jam occurred during feeding • A jam notification is displayed on the UI	• Open the front door. • Carefully remove all sheets and paper scraps from jam clearance areas. • Close the front door. • Verify the paper used is within the approved paper specifications.
049 210 049 211	Front door sensor problem	Power off, then power on
049 212 049 213	B4	Power off, then power on
049 214 049 215 049 216 049 217 049 218	Sensor problem/failure	Power off, then power on
049 219	Front door software failure	The front door switch is detected as “open,” but the front door is actually closed (locked). Power off, then power on.
049 220 049 221	• Stacker upper limit failure • Stacker lower limit failure	Power off, then power on

Fault code	Possible cause	Recommended solution
049 222 049 223 049 224 049 225 049 228 049 229 049 232 049 233 049 234 049 235 049 236 049 237 049 238 049 239 049 240 049 241 049 242 049 243 049 244 049 245 049 246 049 247 049 248 049 249 049 250 049 251 049 252 049 253	Sensor problem/failure	Power off, then power on
049 280 049 281 049 282 049 283 049 284	Sensor problem/failure	Power off, then power on
049 285 049 286	EEPROM error	Power off, then power on
049 287	System error	Power off, then power on
049 288	A board in the machine or HCS may be disconnected.	Power off, then power on
049 300	Upper cover is open	Close the upper cover
049 310	HCS download mode failure	Power off, then power on
049 700	Error in stacking the output paper/media	Remove the paper from the stacker tray
049 940	Front door is open	Close the front door

Fault code	Possible cause	Recommended solution
049 941	UI indicates the Stacker Cart and/or Tray needs to be reset	1. Press the Unload button. The Wait light blinks until the Stacker Tray has reached the down position. 2. When the Stacker Tray has reached the down position, open the front door. 3. Position the Stacker Cart securely into the HCS. 4. Close the front door.
049 945	The UI displays a message indicating that the Top Tray is full.	Remove all the paper from the Top Tray.
049 960 049 961 049 962 049 963 049 964 049 967 049 969 049 970 049 971 049 972	The UI displays the following message, “Take out the paper stack.”	1. Press the Unload button. The Wait light blinks until the Stacker Tray has reached the down position. 2. When the Stacker Tray has reached the down position, open the front door. 3. Remove the Stacker Cart. 4. Remove all the stacked paper. 5. Position the Stacker Cart securely into the HCS. 6. Close the front door. 7. Power off, then power on

Loss of power

If power is interrupted to the HCS:

- Ensure the power cord is plugged in to the proper wall receptacle
- Ensure that the machine power is switched “On”
- Ensure that the Ground Fault Indicator is in the “On” position
- If the power has not been restored by checking the above items, then call for service

Specifications

Paper guidelines

- Stacker Tray will accept 64-280 g/m^2 (either coated or uncoated stock) with the possibility of degraded stock quality and increased jam rate
- Transparencies may be run to either the Top Tray or the Stack Tray. Stack height should be limited to 100 transparencies.
- Coated paper lighter than 100 g/m^2 may not run as reliably as coated paper heavier than 100 g/m^2.
- Non-standard papers longer than 305 mm (12") in the feed direction require 210 mm (8.3") minimum measurement across the feed direction.
- Non-standard papers shorter than 254 mm (10”) in the cross-feed direction require 330 mm (13”) minimum measurement in the feed direction.

Electrical

100V to 240V

Frequency: 50/60 Hz

Temperature and humidity

10 to 32°C, 15 to 85RH

50 to 90°F, 15 to 85RH

NOTE: *Above 82°F (28°C), reduced humidity is required to maintain the specified performance.*

Glossary

abort	To terminate a program, printing, or non-printing execution before it is completed.
account	A way to identify a job. An account can consist of a mixture of letters, numbers, and symbols. If an account is not entered, the system will indicate “none specified”.
AppleTalk	The network communication protocol inherent to the Apple Macintosh operating system.
application software	software resident on the client workstation used to create print documents.
ASCII	American Standard Code for Information Interchange: Standardized code that represents letters, numbers, and other characters established by the American National Standards Institute to achieve compatibility between data processing and data communications equipment.
Banner Page	A page printed with each print request that shows you who submitted the print request, the request ID, when the request was printed, and other information about the printed job.
bind	To join printed pages and covers in order to form a book.
bindexer	A sorter that is located inside the printer’s finisher. The bindexer collates the pages of each print set.
bitmap	An electronic image. It is comprised of a matrix of picture elements (pixels or dots), where a bit value of one means that the picture element is imaged, and a bit value of zero means that the picture element is not imaged. The number of picture elements in a square area is a function of the display device resolution.
boot	To load initial instructions into the memory of the computer. These instructions then direct the loading of the rest of the program.
buffer	An area of memory used for the temporary storage of data as it is being transferred from one location to another.
Cartridge Font	Fonts that were added to the Print Server using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted from the system when they are no longer needed.
caution	A notice that alerts the user to the safety information that will prevent damage to the equipment.
client software	The software that enables the submission of print jobs to the Print Server.
collated	A method of stacking the printed pages. The prints are grouped in a 1-2-3, 1-2-3, 1-2-3 page order. See also, uncollated

command	A statement that instructs the system to perform a specific operation.
command line	A string of statements with possible arguments that you enter to instruct the system to perform an operation or series of operations.
controller	A primary component of the printing system that manages the queueing and processing of print jobs sent over the network, as well as various other tasks.
data stream	The format of data passed from one device to another.
decomposer	A Print Server subsystem that generates the bitmap image that is based on the PDL file.
decomposition service	A process within the print service that allows, through the use of various applications and options, the saving of files as TIFF image files.
default	A particular setting or value for a variable that is assigned automatically by the software and remains in effect until cancelled or changed by the operator. This setting is designed to produce the best results using the available settings. See also; System Specified.
device	Any piece of equipment that accepts PDL jobs and provides output resulting from those jobs. A laser printer capable of interpreting PDL and outputting text and images is a device. Equivalent terms for “device” are “printer”, “printing device”, “output device”, and “raster device”.
device dependent	A feature associated with a particular model of device. Device-dependent features result in output varying from one printing device to another.
diagnostics	The programs that are used to diagnose problems within the system or to help service personnel pinpoint the source of such problems.
directory	Logical grouping of files and subdirectories that are identified by name.
DocuSP	The Xerox application software that runs on the workstation which becomes the interface connection between the client and the printer. DocuSP is now named the Xerox FreeFlow Print Server.
dpi	Dots per inch.
driver	A program that links a peripheral device to the operating system.
dry ink	The minute particles of resin and carbon black toner that are deposited and fused onto the page to create images.
duplex	To print on both sides of a sheet of paper.
edge treatment	Lead Edge Screening is used to prevent fuser wraps on documents that print edge to edge by lightening the image along the leading edge, thus reducing the amount of toner. Some documents contain a dense image along one edge of the paper causing an increase in the amount of toner in that region. If that region is at the leading edge of the paper, the excess toner may cause the paper to wrap around the fuser and jam the printer.
error message	A message displayed on the system or printed on an error page, informing you of an error or a fault that occurred with the processing of a job.
Error Page	A page printed at the end of a print job that includes error messages, if any occurred.

Ethernet	The network architecture standard consisting of a coaxial cable and associated components for connecting workstations to each other, file servers, and peripherals. This communication system enables workstation users to share information and services.
Exception Pages	Pages within a job where special page characteristics are set. Exception Pages can be a different stock size or color, side imaged or other options available on the FreeFlow Print Server.
extension	The portion of a filename that follows a period. In some instances the extension identifies the file type. For example, .ps would specify a PostScript file.
fault	A condition which prevents proper processing of a print job and requires the intervention of an operator. For example, a paper jam is a fault.
filename	A name of a file or a directory.
fill	The PostScript graphic operation in which the inside of a shape is painted with some color, such as black or a pattern.
finishing	The operations that are performed after a document leaves the press. For example, binding is a finishing operation.
fixed disk	A disk drive permanently mounted within a computer. Same as hard disk.
font	A complete set of alphanumeric characters and symbols that have common characteristics such as style (typeface), point size, weight, and stress. Computers store font images in data files, defined in either bitmap or contour format. For example, 10 point Helvetica Light Italic.
font renderer	This is an option that allows the System Administrator to select the rasterizer that will be used to process PCL jobs that contain scalable fonts. Additional parameters may be set for the selected rasterizer to enhance the printing of Intellifont and True Type fonts.
format	The layout of a document, including margins, page length, line spacing, and font; to prepare a disk to accept data.
frame	The unit of data within a packet whose specifications are defined by the network architecture and network communications protocol.
FreeFlow Print Server	The Xerox application software that runs on the workstation which becomes the interface connection between the client and the printer.
FTP	File Transfer Protocol: A network protocol layer used for reliably transferring files over a network, built upon TCP/IP.
fuser wrap	A condition, resulting in a paper jam, during which the output sheet of paper sticks to the fuser roll and the paper curls around the roll.
gateway	A network switching device used to connect incompatible networks.
Graphical User Interface (GUI)	A graphics based user interface. It acts as a means of input/output allowing users to interface in a more intuitive and effective way. GUIs consist of windows, icons, and pull-down/pop-up menus.
grayscale	An image in which each picture element (pixel or dot) is defined as a gray value as opposed to black or white values. An image file may contain different numbers of gray values depending on its resolution. A halftone screen is applied to grayscale images to prepare them for printing on devices that are capable of printing only solid black dots.

GUI	See Graphical User Interface.
Half Bitting	A control that simulates a partial change in position of a pixel by printing every other pixel and allowing the printer to smooth out the ripples. The resulting effect is that peaks and valleys of the pixels are smoothed.
halftone screen	A tool used in the offset printing, typesetting, and laser printing process to convert a continuous tone (photographic) image to dots. This allows the image to be printed using one of the printing processes.
hard disk	A disk drive permanently mounted within a computer. Same as fixed disk.
head to head	To print the reverse side of a page so that the finished document opens like a book.
head to toe	To print the reverse side of a page so that the finished document opens like a calendar.
highlight	A visual indication that an object is in a special state. Often used to denote that an item is selected.
Hold	Delaying the printing of a selected job.
humidity	The degree of wetness in the printer.
HTTP	HyperText Transfer Protocol: The communication protocol used on the World Wide Web.
icon	A small pictorial representation of a base window. When an icon is used, it conserves screen space and keeps the window available for easier access.
image	The rectangular array of sample values. Each sample value represents some gray-level value or color. Also known as “sampled image”.
image quality	An option that allows a System Administrator to set a variety of functions to enhance the quality of the printed image based on the type of PDL file being printed and the type of fonts being used.
Image Shift	A job option that allows you to adjust the location on a page where printing will occur by shifting the image horizontally and/or vertically along an X and/or Y axis.
ineligible job	A job whose resources are not available to the printer (such as yellow paper, tabs, etc.) Once the resource becomes available, the job will print.
interpolation	An algorithm used to convert bitmap data from one resolution to a bitmap having another resolution.
interposer	A device that provides additional paper trays for a printer and allows for the use of preprinted forms or inserts that can be inserted into a job without needing to pass through the fuser.
Internal Font	One of the resident fonts loaded at installation.
IOT	Image Output Terminal: The part of a printer or a copier that actually marks the paper.
IP	The Internet Protocol of the TCP/IP communications suite.
job	A document file that is associated with a set of printing instructions. Print data, print options data, and other information required for processing and printing a document.

job flow	The path a job takes from creation to completion at the printer.
Job Forwarding	A FreeFlow Print Server option that provides you with the ability to forward a job from one system to another.
Job Inserts	Pages that separate specific pages of a job.
Job Manager	A printer control module which provides for management and processing of jobs from the time they are received to the time they are printed.
job size	The size of the print master data file measured in bytes.
job status	The status of a print job in the print queue.
job submission	The process of sending a document with an attached job ticket to the server.
job ticket	A file that contains all the settings that will determine how the printer will print your document. For example, a typical job ticket contains information on paper type, simplex or duplex, binder or tab pages, and number of copies to fit. It also contains information on whether the document has any finishing options set, like stapling, binding, etc.
LAN	Local Area Network: A network connecting computer and peripheral devices through cables.
landscape	The page orientation in which page images are arranged horizontally on the page so that the resulting image is wider than it is long; contrast to portrait.
log	A file that contains a record of events such as messages, errors, and job and accounting information.
logon	The process of gaining access to a system by entering a user name and, optionally, a password.
log out	The process of exiting a user work session on a system.
Long Edge Feed (LEF)	The orientation in which the paper is fed through the imaging system long-edge first. See also, Short Edge Feed.
lpr	Refers both to the print protocol provided in the internet protocol suite and to the program that implements part of that protocol. A command used to submit a job.
menu	A group of controls contained in a list of options.
minimum thickening	The width of a minimum stroke in pixels.
misregistration	The result of incorrectly aligned colors due to many factors including paper stretch, and press alignment. Misregistration results in white gaps and shifted hues. See also, trapping.
modules	Individual control units within the software. The FreeFlow Print Server contains the following modules: Job Manager, Printer Manager, Reprint Manager, Queue Manager, Color Manager, and Administration.
moire	The pattern which results because of one screen angle overprinting other screen angles in color printing.
named stock	A particular paper stock which has been assigned a particular name to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the stock list.

offset	A stacking option that delivers printed output in a manner where the edge of each printed job set is placed a few inches from the edge of the other printed sets.
operating system (OS)	Computer software that controls the low-level operations of computer hardware, including input and output to memory, disk drives, and peripherals.
Operator	A logon level of the FreeFlow Print Server system. The Operator, typically equivalent to the print operator, possesses less access rights than the System Administrator and more rights than a walk-up user.
Ordered Stock	Stock placed in a specific order in a tray, such as tab stock.
orientation	The position of the page image relative to the actual page; describes whether the printed image is parallel to the long side of the paper (landscape orientation) or to the short side of the paper (portrait orientation).
Padding	A term used to refer to Uncollated Sets with Separators.
password	A combination of letters and numbers associated with a user name. A password provides security for a user account.
path	The route to a file on a disk.
PCL	Printer Command Language: A text-oriented language developed by Hewlett Packard primarily for use with its own range or printers. It is also compatible with many other printers. It supports graphics, text, and images with a wide variety of fonts.
PDL	Page Description Language: A file format that provides a set of instructions to the printer describing the appearance of a page or pages. PostScript and PCL are examples of page description languages.
peripheral	A device used in conjunction with a computer or workstation usually for input or output. Printers and modems are examples of peripherals.
permissions	The attribute of a file or directory that specifies who has read, write, or execute access.
pitch	The number of characters per inch.
pixel	An abbreviation for “picture element”. The smallest addressable element on the scan line of the output device. Pixels have a finite size which depends on the resolution of the device. For example, a pixel on a 300 spi printer is 1/300 of an inch wide.
platform	A combination of hardware and operating system software.
portrait	The page orientation in which page images are arranged vertically on the page so that the resulting image is taller than it is wide; contrast to landscape.
PostScript	A page description language developed by Adobe Systems, Inc. It supports graphics, text, and images with a wide variety of fonts. It is designed to be printer independent.
PostScript job	A PostScript program such as a creator’s final form document. Also referred to as a “PostScript master” or “PDL file”.
PostScript stroke command	A PostScript graphic operation in which the length of a path is painted with a color, such as black.
power off	To shut down the system.

power on	To start the system.
power saver	A printer mode which enables you to minimize the printer power consumption during times of no usage. Both manual and automatic power saver activation is available.
ppm	Pages per minute.
preferences	Preferred settings which can be set within the software to control such things as language and fonts.
preferred tray	This is the tray in the printer that contains the most commonly used stock. The printer can be set up to use this tray as the default, until its stock runs out.
primary stock	Primary stock is the most commonly used paper stock in the printer.
print application software	Software resident on the client workstation used to create print documents.
print client	The application or machine in the distributed system that assembles a service request and submits the request to the server.
print job	An object that represents a request to print one or more documents together on a logical printer.
Print Now	A Job Manager option that allows you to interrupt a currently printing job to print another selected job.
print options	A set of options available for controlling the processing of a print job. Print options include simplex or duplex printing, media selection, collating, stitching, etc. Print options can be sent to the Print Server as a part of the job, providing automatic job processing.
print queue	A queue that temporarily stores print jobs that have been sent over the network.
print service	A print service accepts printing requests and performs the indicated actions.
printer	The hardware component that places the page image on a physical page.
Printer Manager	A component of the software designed to set up and manage functions of the printer such as, paper trays, paper stock, stacking, and stock size checking.
priority	The order in which queues are serviced.
proof job	A job option that can be achieved by selecting [Job: Proof]. If this option is selected, a single copy of the document will be printed. A benefit to this is that the printer operator gets the chance to view the document before a long print run is begun. When a job is proofed, it is not removed from the queue as occurs when the job is released to the printer. This also helps you to avoid having to resubmit the job from your workstation.
promote	Moving a job above all pending jobs in the queue.
public net	The customer’s main enterprise-wide network, comprising possibly many segments joined by gateways and routers.
queue	A subdirectory on a print server where jobs are stored until the print server can deliver them to the printer.
Queue Manager	A component of the software that allows you to create, manage, and modify queues.

RAM	Random Access Memory. Volatile memory used for temporary storage of data and software commands, used by programs for immediate task processing.
Raster Image Processor (RIP)	The hardware and/or software that rasterizes an image by changing text and images into an array of pixels that will be printed.
rasterizer	A portion of software that converts graphic objects made up of vectors, or line segments, into dots for output to raster graphic screens and printers.
reboot	Reloading initial instructions into the memory of the computer. These instructions then direct the loading of the remainder of the programs.
release	Allows the selected held job to be printed. The job is placed immediately after all printing or pending jobs in the queue.
Reprint Manager	A component of the software that allows reprinting of jobs that have been saved through the decomposition service.
Resident Fonts	The fonts that are loaded on the server at the time of installation and cannot be deleted.
resolution	The measurement of the number of picture elements (pixels or dots) per square area of unit.
RIP	See Raster Image Processor.
rotation	To turn a page image from its current position. 0 (zero) degrees represents no rotation.
router	A device used to connect networks or similar or different architectures to isolate data transmission within each network.
Sample Job	A print file in a specific PDL format whose printed result is known. The output of the Sample Job on a subject printer is compared with the known result as a diagnostic tool to determine whether the printer is working properly.
SBM	Signature Booklet Marker.
scalable fonts	A mathematical equation that describes to the printer how to draw the characters of a font. Because only one equation must be stored to produce a character in a variety of sizes, the required amount of memory is much less than for bitmap fonts.
scroll bar	A control that is used to move the view of the data displayed in a window or work space settings.
scrolling	Using the scroll bar to view data that cannot be viewed entirely within a single pane.
select	To choose from a list of options, such as those in a menu.
Separators	Extra paper or other media that are inserted between document sets of a print job. Also referred to as “Slip sheets.”
server	In a computer network, a unit that provides a specific service (such as data storage and computer services) to network users.
settings	The controls used for defining values.
Short Edge Feed (SEF)	Laser printing in which the paper is fed through the imaging system short-edge first. See also, Long Edge Feed.

simplex	Printing on one side of the paper.
slider	A control used to set a value and give a visual indication of the setting.
Slip Sheets	Extra paper or other media that are inserted between document sets of a print job. Also referred to as “Separators.”
SNMP	Simple Network Management Protocol: A widely used protocol for managing networks.
Soft Fonts	Fonts that are loaded on the server any time after the initial installation using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted when they are no loner needed.
Solaris	A bundled software release from Sun Microsystems which includes the Sun Operating System.
spi	Spots per inch.
spooling space	Space allocated on a print server for storing requests in the printer queue.
stacking	To offset stacks for collated output, uncollated output, or both. This enables stacks or sets of prints to be delivered in a staggered pile.
staple	A finishing option that uses precut wire to staple each print set.
status	The current condition of a system component.
status message	The information generated by an application that informs you about the progress of a process.
stitch	A finishing option which cuts and inserts the wired stitches into each print set.
Stocastic Screening	The process of using randomly spaced dots instead of the traditional halftone dots aligned along designated screen angles. The concept of Stocastic Screening is dots that are spaced randomly will not cause moire patterns. The Stocastic Screen prevents screening interference patterns, but it can cause graininess and other visual artifacts.
stock	The various types of paper used for printing.
stock list	A list available within the interface that identifies all stock types currently loaded on the printer or that are available to be loaded.
stock name	A name assigned to a particular stock to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the stock list.
string	A sequence of alphanumeric characters treated as one unit of data by a program.
stroke	The weight, or width of a character or line.
subnet mask	A series of 4 bytes whose bits identify the corresponding bits in a 4-byte network—host addresses as network versus host addresses. The “1’s” in the mask correspond to the bits used for the network address. The “0’s” in the mask correspond to the bits used for the host address.
System Administrator	The person generally responsible for configuring, operating, and maintaining network systems and workstations. The System Administrator can access and control all system and job data except service data and functions.

System Specified	The system determines the most appropriate settings for the given job. This could be an output location, output order, or resolution. System Specified settings can generally be changed by selecting various FreeFlow Print Server system options in the Setup: Preferences window. See also, default.
2D Overstrike	2D Overstrike is a PCL image quality control that causes each scan line to be shifted by one pixel in both the fast and slow scan directions and to be merged with the original scan line. The will cause very dark patterns to be printed as a solid black line.
2-sided	The 2-sided selection enables or disables printing on both sides of the paper.
2X scaling	2X scaling is a PCL image quality control that scales the patterns by a factor of two. This process works well for printing user-defined patterns designed for 300 dpi.
Tagged Image File Format (TIFF)	A common image format developed by Aldus and Microsoft for scanned color and black and white images. It is a versatile, reliable, and widely supported bitmap format designed for exchanging digital information.
TCP/IP	Transmission Control Protocol/Internet Protocol: Commonly used network communications protocol supported by the FreeFlow Print Server. It is a set of data communications protocols, or a type of “language” that the devices use to “speak” with each other.
throughput	The measurement of the speed of a printer, expressed in pages per minute.
TIFF	See Tagged Image File Format.
toner	Particles of resin and carbon black. Toner accepts an electrical charge and is used to create the xerographic prints.
trapping	An image processing technique used to compensate for misregistration in a print engine or press.
UFST	Agfa’s Universal Font Scaling Technology, is one of several font rasterizers. The USFT control setting is used to adjust the amount of thickening for Intellifont scalable fonts.
uncollated	A method of stacking printed pages. Documents are printed in separate sets of each page. Printing two sets of a three page document would result in a 1-1-1, 2-2-2 page order. See also, collated.
UNIX	An operating system for computers, usually working in a network environment. It consists of a hierarchical system of commands, shells, files, and directories.
Unspecified Stock	A stock name that presents the system with a minimum of limitations for printing.
VIPP	Variable Data Internet PostScript PrintWare: Setting up and using a “VIPP cache” queue enables you to reuse desired document objects that exist in a post ripped state.
virtual printers	Logical names for the printer that allow different sets of default attributes to be applied to submitted jobs. The Print Operator and System Administrator define virtual printer names and the associated set of attributes and values.
Walk Up User	Has the minimum access rights. This user is not required to logon.
warm boot	Restarting the Print Server while power is still on.
warning	A notice that alerts users to safety information that will prevent personal injury.

weight	Refers to the weight of the paper stock in grams per square meter (gsm) or pounds. The paper's weight is usually printed on the ream wrapper.
workstation	A computer able to process data but designed specifically for interaction with a network.
write black	The laser images the location on the photoreceptor where black marks are to be printed. The technology enhances the ability to consistently print the fine details associated with lines, text, and halftone dots thereby producing uniform, smooth gray tones and graphics.
write white	The laser images the location on the photoreceptor where white marks are to be printed.
X axis	The horizontal axis on a grid.
Y axis	The vertical axis on a grid.
zone	Logical, user-defined grouping of devices in an AppleTalk intranet that makes it easier to locate network services.

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